




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

April 11, 2018

**MEMORANDUM**

**SUBJECT:** Draft Report:  
Management Alert: Salary Increases for Certain Administratively Determined Positions  
Project No. OA&E-FY18-0085

**FROM:** Arthur A. Elkins Jr. 

**TO:** E. Scott Pruitt, Administrator

As you know, the Office of Inspector General is conducting an audit of the Office of the Administrator's (present and prior administrations) use of administratively determined (AD) positions. Our objective is to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 AD positions. The purpose of this management alert is to notify you of certain factual information while our audit continues.

This management alert was not performed in accordance with generally accepted government auditing standards and does not present any conclusions or recommendations.

*A Request for Personnel Action*, Standard Form 52 (SF-52), is used to request some types of personnel activity. Supervisors and managers use the SF-52 to request position actions, such as the establishment of a new position or the reclassification of an existing position and reassignment of an employee to the reclassified position. The manager who requested the action is identified by signature in Box 5, and the supervisor authorizing the action is identified by signature in Box 6. For actions requiring a position change, the details of the requested changes (such as salary) are noted in Boxes 7-14 and 15-22.

*A Notification of Personnel Action*, Standard Form 50 (SF-50), is written documentation of a personnel action taken affecting position or pay. All SF-50s must be supported by an accompanying SF-52. The Nature of Action, Block 5-B, indicates the action being taken. The details of any change in position title, pay plan, pay grade or total salary are identified in Blocks 7-14 and 15-22.

We examined the personnel files for certain employees who occupied AD positions. Of the files examined, we identified six employees whose files contained at least three SF-52s and the corresponding SF-50s. The attached documents (Appendices A through F) identify that for these six employees, three of the original SF-52s were signed and requested (Box 5) by the Chief of Staff (Appendices A through C) and three of the original SF-52s were signed and requested by the acting Deputy Administrator (Appendices D through F). The authorizations for three of these original actions were personally signed (Box 6) by the Administrator (Appendices A, B and F); the other three authorizations were signed by the Chief of Staff "for Scott Pruitt" (Appendices C through E). The

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Project No. OA&E-FY18-0085

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remaining 12 SF-52s for these employees were signed and requested by the Chief of Staff and authorized by the Chief of Staff “for Scott Pruitt” (Appendices A through F).

Three employees who were originally hired under Safe Drinking Water Act authority (AD positions) were converted to Schedule C positions and then later converted back to AD positions (Appendices A through C). Five of these six actions were accompanied with salary increases, as shown in Table 1 (Employees A through C). In one case, the total salary increased \$66,244, or 67.6 percent (Employee A). In another case, the total salary increased \$48,080, or 72.3 percent (Employee B).

**Table 1: Employees converted back to AD positions**

		Original AD appointment	Schedule C appointment	Final AD appointment	Total Increase
Employee A	Date	3/8/2017	7/9/2017	4/1/2018	67.6%
	Salary	\$97,956	\$107,435	\$164,200	
	Increase		9.7%	52.8%	
Employee B	Date	3/13/2017	7/9/2017	4/1/2018	72.3%
	Salary	\$66,510	\$86,460	\$114,590	
	Increase		30.0%	32.5%	
Employee C	Date	5/7/2017	7/16/2017	2/18/2018	25.1%
	Salary	\$44,941	\$44,941	\$56,233	
	Increase		0.0%	25.1%	

Source: OIG tabulation of agency SF-50 information.

The other three employees were converted from AD positions to Schedule C and then noncareer Senior Executive Service (SES) positions (Appendices D through F). None of the three included raises when converting from AD positions to Schedule C positions. However, all included raises when converting to noncareer SES positions (Appendices D through F). In one case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$31,208, or 23.9 percent (Employee D). In another case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$24,245, or 20.9 percent (Employee E). The conversion from Schedule C to noncareer SES for the remaining employee included a salary increase of \$2,363, or 1.6 percent (Employee F). Details are in Table 2.

**Table 2: Employees converted from AD positions to Schedule C and noncareer SES positions**

		Original AD appointment	Schedule C appointment	Noncareer SES appointment	Total Increase
Employee D	Date	3/26/2017	5/14/2017	8/13/2017	23.9%
	Salary	\$130,692	\$130,692	\$161,900	
	Increase		0.0%	23.9%	
Employee E	Date	4/23/2017	5/14/2017	7/16/2017	20.9%
	Salary	\$115,755	\$115,755	\$140,000	
	Increase		0.0%	20.9%	
Employee F	Date	3/26/2017	5/14/2017	7/16/2017	1.6%
	Salary	\$149,337	\$149,337	\$151,700	
	Increase		0.0%	1.6%	

Source: OIG tabulation of agency SF-50 information.



We have requested from the agency any documentation indicating modifications to the salary of any of the employees subsequent to the personnel actions noted above. However, as of April 11, 2018, we have only been provided SF-52 information indicating that Employee E resigned, which was provided on April 9, 2018.

In addition to the information above, we have currently identified one other employee with personnel actions documenting direct involvement by the Administrator. Table 3 provides details on an employee who started with the agency in an AD position and 6 months later had his title changed with a 26.7 percent pay increase while staying in an AD position. Both SF-52s were authorized by the personal signature of the Administrator.

**Table 3: Employee job title conversion within AD position**

Employee G		
Action	AD Appointment	AD Appointment
Date	3/13/2017	9/03/2017
Salary	\$79,720	\$100,981
Increase		26.7%

Source: OIG tabulation of agency SF-50 information.

### Optional Action

You are not required to provide a written response to this management alert. The OIG intends to finalize this report by April 16, 2018, transmitting it to you and making it public. We are providing you the opportunity to respond to this management alert. If you desire to provide comments, please respond by noon, April 13, 2018. We reserve the right to modify our management alert in light of your response. Please email both an Adobe PDF and Microsoft Word version of your response to [trefry.john@epa.gov](mailto:trefry.john@epa.gov).

If you or your staff have any questions regarding this report, please contact John Trefry, Director, Forensic Audits, at (202) 566-2474 or [trefry.john@epa.gov](mailto:trefry.john@epa.gov); or Jean Bloom, Project Manager, at (617) 918-1475 or [bloom.jean@epa.gov](mailto:bloom.jean@epa.gov).

### Attachments

CC: Donna Vizian, Principal Deputy Assistant Administrator, OARM  
Ryan Jackson, Chief of Staff  
Kevin Minoli, Deputy General Counsel  
Matthew Leopold, General Counsel  
Troy Lyons, Associate Administrator, OCIR

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## Appendix A: Employee A

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/08/2017							
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>											
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action									
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190			6-C. Code		6-D. Legal Authority									
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority									
7. FROM: Position Title and Number					15. TO: Position Title and Number [REDACTED]											
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan AD		17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 97956		21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 97956		20B. Locality Adj. 0		20C. Adj. Basic Pay 97956		20D. Other Pay 0		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR  WASHINGTON, DC											
<b>EMPLOYEE DATA</b>																
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO						
27. FEGLI [REDACTED]					28. Annuitant Indicator 9 NOT APPLICABLE					29. Pay Rate Determinant 0						
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/08/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period						
<b>POSITION DATA</b>																
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888						
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA												
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL 15		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK								
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 03-08-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 FROZEN SERVICE NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY																
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170593962 / ELECTRONICALLY SIGNED BY: SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR											
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/08/2017												

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

FAPS  
3/8/17

1. Actions Requested Administratively Determined Appointment		2. Request Number IO-2017-057
3. For Additional Information Call (Name and Telephone Number)		Local Tracking No:
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator		4. Proposed Effective Date 03/06/2017
6. Action Authorized By (Typed Name, Title, Signature, and Request Date) E. Scott Pruitt / Administrator		

1. Name	2. Social Security Number	3. Date of Birth	4. Effective Date 03-08-17
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5-A. Code 170	5-B. Nature of Action Exempted Appt.	6-A. Code	6-B. Nature of Action
5-C. Code 21m	5-D. Legal Authority P.L. 95-190	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
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8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary/Award \$97,956.00	13. Pay Basis PA		
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460
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23. Veterans Preference 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 15 Point/Formerly in Service 5 - 10 Point/Other 6 - 15 Point/Formerly in Service	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Interim	25. Agency Use	26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF
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27. FEGLI	28. Annuitant Indicator 9	29. Pay Rate 0
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30. Retirement Plan KF	31. Service Comp. Date (Leave) 03-08-17	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 00
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34. Position Occupied 2 - Competitive Service 3 - SES General 4 - SES Senior Executive	35. FLSA Category PN	36. Appropriation Code 17/18 B 11A ZZZME8	37. Bargaining Unit Status 8868
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38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC 20460
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40. Agency Data	41.	42.	43.	44.		
45. Educational Level 15	46. Year Degrees Attained	47. Academic Discipline 220101	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status <input checked="" type="checkbox"/>	51. Supervisory Status N

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	Paul Hackley	03-08-17
B. PSB	Paul Hackley	3/7/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature Paul Hackley	Approval Date 03-08-17
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(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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M01: Appointment Affidavit executed: 03-08-17

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/09/2017						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code Y7M		5-D. Legal Authority SCH C, 213.33SCH C, 213.3321 AGE			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 97956	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 13	19. Step or Rate 05	20. Total Salary/Award 107435	21. Pay Basis PA				
12A. Basic Pay 97956		12B. Locality Adj. 0		12C. Adj. Basic Pay 97956		12D. Other Pay 0		20A. Basic Pay 84528		20B. Locality Adj. 22907		20C. Adj. Basic Pay 107435		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC									
<b>EMPLOYEE DATA</b>															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/08/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL 15		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171236831 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 07/12/2017											

FARS  
7/12/17

SRO Approval John E Reeder

# REQUEST FOR PERSONNEL ACTION

1. Actions Requested <u>Conversion to Schedule C Appt.</u>		2. Request Number <u>IO-2017-111</u>													
3. For Additional Information Call (Name and Telephone Number) <u>[Redacted]</u>		4. Proposed Effective Date <u>ASAP</u>													
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <u>Ryan T. Jackson Chief of Staff</u>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <u>E. Scott Pruitt / Administrator</u>													
1. Name <u>[Redacted]</u>		2. Social Security Number <u>[Redacted]</u>	3. Date of Birth <u>[Redacted]</u>												
4. Effective Date <u>07-09-17</u>															
5-A. Code <u>510</u>	5-B. Nature of Action <u>Move to Excepted Appt</u>	6-A. Code	6-B. Nature of Action												
5-C. Code <u>41M</u>	5-D. Legal Authority <u>Sch C, 513.3321 Agency-Unique</u>	6-C. Code	6-D. Legal Authority												
5-E. Code	5-F. Legal Authority <u>Schedule C Authority</u>	6-E. Code	6-F. Legal Authority												
7. FROM: Position Title and Number <u>[Redacted]</u>		15. TO: Position Title and Number <u>[Redacted]</u>													
8. Pay Plan <u>AD</u>	9. Occ. Code <u>0301</u>	10. Grade or Level <u>00</u>	11. Step or Rate <u>00</u>	12. Total Salary	13. Pay Basis	16. Pay Plan <u>GS</u>	17. Occ. Code <u>0301</u>	18. Grade or Level <u>13</u>	19. Step or Rate <u>05</u>	20. Total Salary/Award <u>\$107,435.00</u>	21. Pay Basis <u>PA</u>				
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization <u>Same -&gt;</u>						22. Name and Location of Position's Organization <u>A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460</u>									
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Nonresidence 6 - 10-Point/Nonresidence/USMC						24. Tenure <u>3</u> 0 - None 2 - Conditional 1 - Demandant 3 - Indefinite						25. Agency Use		26. Veterans Preference YES <input type="checkbox"/> NO <input type="checkbox"/> for RIF	
27. FEGLI						28. Annuitant Indicator						29. Pay Rate Determinant			
30. Retirement Plan						31. Service Comp. Date (Leave)						32. Work Schedule		33. Part Time Hours Per Biweekly Pay Period	
34. Position Occupied <u>2</u> 1 - Competitive Service 3 - SES General 2 - Extended Service 4 - SES Career Appointment						35. FLSA Category <u>E</u>						36. Appropriation Code <u>17/18 B 11A ZZZME8</u>		37. Bargaining Unit Status <u>8888</u>	
38. Duty Station Code <u>11-0010-001</u>						39. Duty Station <u>Washington, DC 20460</u>									
40. Agency Data		41.	42.	43.	44.	45. Educational Level		46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 5 - Other	50. Veterans Status	51. Supervisory Status <u>N</u>		
1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature		Date					
A.		<u>[Signature]</u>		<u>07-11-17</u>		D. <u>[Signature]</u>		<u>[Signature]</u>		<u>07-11-17</u>					
B.						E.									
C.						F.									
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.						Signature <u>[Signature]</u>						Approval Date <u>07-11-17</u>			

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**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

**PART F - Remarks for SF 50**

M39 - Creditable Military Service: None  
M40 - Previous Retirement Coverage: Previously Covered  
M45 - Employee is automatically covered under FERS.  
222 - This position is designated for Drug Testing.

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]						2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 04/01/2018					
<b>FIRST ACTION</b>						<b>SECOND ACTION</b>									
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action							
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190				6-C. Code		6-D. Legal Authority							
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority							
7. FROM: Position Title and Number [REDACTED]						15. TO: Position Title and Number [REDACTED]									
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 13	11. Step or Rate 05	12. Total Salary 109900	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0905	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 164200	21. Pay Basis PA				
12A. Basic Pay 85712		12B. Locality Adj. 24188		12C. Adj. Basic Pay 109900		12D. Other Pay 0		20A. Basic Pay 136659		20B. Locality Adj. 27541		20C. Adj. Basic Pay 164200		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC									
<b>EMPLOYEE DATA</b>															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO					
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/08/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL 15		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEFINITE. OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711. HEALTH BENEFITS COVERAGE CONTINUES. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180569123 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 04/01/2018											

# REQUEST FOR PERSONNEL ACTION

## PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested <b>AD Appointment</b>	2. Request Number <b>AO-2018-015</b>
3. For Additional Information Call (Name and Telephone Number) <b>[Redacted]</b>	4. Proposed Effective Date <b>ASAP</b>

5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Ryan T. Jackson, Chief of Staff</b> <i>[Signature]</i> <b>3/9/18</b>	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>E. Scott Pruitt, Administrator</b> <i>[Signature]</i> <b>3/9/18</b>
---	---

## PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) <b>[Redacted]</b>	2. Social Security Number <b>[Redacted]</b>	3. Date of Birth <b>[Redacted]</b>	4. Effective Date <b>[Redacted]</b>
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### FIRST ACTION

5-A. Code <b>GS</b>	5-B. Nature of Action <b>PA</b>
5-C. Code <b>05</b>	5-D. Legal Authority <b>PA</b>
5-E. Code <b>00</b>	5-F. Legal Authority <b>PA</b>

### SECOND ACTION

6-A. Code <b>AD</b>	6-B. Nature of Action <b>PA</b>
6-C. Code <b>00</b>	6-D. Legal Authority <b>PA</b>
6-E. Code <b>00</b>	6-F. Legal Authority <b>PA</b>

### 7. FROM: Position Title and Number

**[Redacted]**

### 15. TO: Position Title and Number

**[Redacted]**

8. Pay Plan <b>GS</b>	9. Org Code <b>301</b>	10. Grade or Level <b>13</b>	11. Step or Rate <b>05</b>	12. Total Salary <b>\$109,900.00</b>	13. Pay Basis <b>PA</b>	16. Pay Plan <b>AD</b>	17. Org Code <b>301</b>	18. Grade or Level <b>00</b>	19. Step or Rate <b>00</b>	20. Total Salary/Award <b>\$16,420.00</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	22A. Basic Pay	22B. Locality Adj.	22C. Adj. Basic Pay	22D. Other Pay				

14. Name and Location of Position's Organization  
**A0000000 - Environmental Protection Agency  
Office of the Administrator, Immediate Office**

22. Name and Location of Position's Organization  
**A0000000 - Environmental Protection Agency  
Office of the Administrator, Immediate Office**

## EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Comparable 5 - 10 Point/Other 6 - 10 Point/Comparable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

## POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code <b>18/19 B 11A 000ME8</b>	37. Bargaining Unit Status
38. Duty Station Code <b>11-0011-001</b>	39. Duty Station (City - County - State or Overseas Location) <b>Washington, DC</b>		
40. AGENCY DATA	41.	42.	43.
44.	45. EDUCATIONAL LEVEL	46. YEARS/DEGREES ATTAINED	47. Academic Discipline
48. FUNCTIONAL CLASS	49. CITIZENSHIP 1-USA 8-OTHER	50. Vietnam Era Vet	51. SUPERVISORY STATUS

## PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE

OVER

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME: [REDACTED]
- WORK PHONE:
- WORK EMAIL: [REDACTED]@epa.gov
- PLACE OF BIRTH: [REDACTED]

Resume Attached

CURRENT POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): Schedule C 13/5
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE: [REDACTED]
- Is position being backfilled (Y/N/TBD): N

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD 15/10
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE: [REDACTED]
- JOB DESCRIPTION: PDF attached

AO-2018-015



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Salary Justification for [REDACTED]  
FROM: Ryan Jackson, Chief of Staff  
TO: Donna Vizian, Acting Assistant Administrator  
Office of Administration and Resources Management

This memo will serve as a salary justification for [REDACTED]. I'm approving the appointment of [REDACTED] at a salary equivalent to a Grade 15, Step 10 in the D.C. region. [REDACTED]

[REDACTED] She has shown to have knowledge of broad-ranging policies and leaderships skills since she began. Based on the reasons listed above, I believe that [REDACTED] will have an immediate, positive impact on one of the agency's most important offices and that her compensation should reflect her value to the agency.

  
Ryan Jackson  
Chief of Staff  
3/09/2018




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

**MEMORANDUM FOR THE RECORD**

**SUBJECT:** Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of [REDACTED] to serve as [REDACTED]. [REDACTED] will be compensated at the rate of \$164,200 per annum.

  
E. Scott Pruitt  
Administrator

## Appendix B: Employee B



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/13/2017			
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>							
5-A. Code 170		5-B. Nature of Action EXC APPT		6-A. Code		6-B. Nature of Action					
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number [REDACTED]				15. TO: Position Title and Number [REDACTED]							
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 66510	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 52329		20B. Locality Adj. 14181	
								20C. Adj. Basic Pay 66510		20D. Other Pay 0	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR  WASHINGTON, DC					
<b>EMPLOYEE DATA</b>											
23. Veterans Preference 1 - None 2 - 5 Points 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE		29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period			
<b>POSITION DATA</b>											
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA							
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL 13		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK			
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 03-13-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY											
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170562567 / ELECTRONICALLY SIGNED BY:					
47. Agency Code EP06		48. Personnel Office ID 3216		49. Approval Date 03/06/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR					

FPS  
03.15.17

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number 10-2017-056	
3. For Additional Information Call (Name and Telephone Number) [Redacted]		4. Proposed Effective Date 03/05/2017	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator 2/23/17		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator	
1. Name [Redacted]		2. Social Security Number [Redacted]	
3. Date of Birth [Redacted]		4. Effective Date 03-13-17	
5-A. Code 170		5-B. Nature of Action Exempted Appt	
5-C. Code 24m		5-D. Legal Authority P.L. 95-190	
5-E. Code		5-F. Legal Authority	
7. FROM: Position Title and Number		15. TO: Position Title and Number [Redacted]	
8. Pay Plan AD		9. Occ. Code 0301	
10. Grade or Level 00		11. Step or Rate 00	
12. Total Salary \$66,510		13. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.	
12C. Adj. Basic Pay		12D. Other Pay	
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460	
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 15-Point/Unemployment 5 - 10-Point/Other 6 - 15-Point/Unemployment/Other		24. Tenure 1 - None 2 - Conditional 3 - Permanent 4 - Indefinite	
25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF	
27. FEGLI [Redacted]		28. Annuitant Indicator 9	
29. Pay Rate Determinant 00		30. Part Time Hours Per Biweekly Pay Period 00	
31. Service Comp. Date (Leave) 03-13-17		32. Work Schedule F	
34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Senior Executive		35. FLSA Category N	
36. Appropriation Code 17/18 B-11A ZZZME8		37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001		39. Duty Station Washington, DC 20460	
40. Agency Data		41.	
42.		43.	
44.		45. Educational Level 13	
46. Year Degrees Attained		47. Academic Discipline 451001	
48. Functional Class		49. Citizenship 1 - USA 8 - Other	
50. Veterans Status <input checked="" type="checkbox"/>		51. Supervisory Status N	
1. Office/Function A		Initials/Signature [Signature]	
Date 3/16/17		Office/Function D. [Signature]	
Initials/Signature [Signature]		Date 03-06-17	
B. PSB		E.	
C.		F.	
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature [Signature]	
Approval Date 03-06-17			

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

OGE 450 Not Required

OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have, (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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M01: Appointment Affidavit executed: 03-13-17

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/09/2017						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 570		6-B. Nature of Action CONY TO EXC APPT								
5-C. Code		5-D. Legal Authority			6-C. Code Y7M		6-D. Legal Authority SCH C, 213.33SCH C, 213.332 AGE								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 66510	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 11	19. Step or Rate 10	20. Total Salary/Award 86460	21. Pay Basis PA				
12A. Basic Pay 52329		12B. Locality Adj. 14181		12C. Adj. Basic Pay 66510		12D. Other Pay 0		20A. Basic Pay 68025		20B. Locality Adj. 18435		20C. Adj. Basic Pay 86460		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC									
<b>EMPLOYEE DATA</b>															
23. Veterans Preference 1 - None 2 - 5 Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>															
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SEN Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL 13		43. SUPV STAT 2		44. POSITION SENSITIVITY MODERATE RISK							
45. Remarks CORRECTS ITEM NUMBER 35 FROM N - NONEXEMPT															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180068549 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR									
47. Agency Code EP06		48. Personnel Office ID 3216		49. Approval Date 01/03/2018											

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

(Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Conversion to Schedule C. Appt.

2. Request Number  
IO-2017-109

3. For Additional Information Call (Name and Telephone Number)

Local Tracking No:

4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

6. Action Authorized By (Typed Name, Title, Signature, and Request Date)

Ryan T. Jackson Chief of Staff

E. Scott Pruitt / Administrator

Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.

1. Name

2. Social Security Number

3. Date of Birth

4. Effective Date

07-09-17

## SECOND ACTION

5-A. Code

5-B. Nature of Action

6-A. Code

6-B. Nature of Action

570 Conv to Excepted Appt

5-C. Code

5-D. Legal Authority

6-C. Code

6-D. Legal Authority

VTM Sch C, 213.3322 Agency Unique

5-E. Code

5-F. Legal Authority

6-E. Code

6-F. Legal Authority

Schedule C Authority dated 07/05/17

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$66,510.00	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 11	19. Step or Rate 10	20. Total Salary/Award \$86,460.00	21. Pay Basis PA
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12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
----------------	--------------------	---------------------	----------------	----------------	--------------------	---------------------	----------------

14. Name and Location of Position's Organization  
A0000000 - USEPA, Office of the Administrator  
Immediate Office  
Washington, DC 20460

22. Name and Location of Position's Organization  
A0000000 - USEPA, Office of the Administrator  
Immediate Office  
Washington, DC 20460

23. Veterans Preference

1 - None 3 - 10-Point/Disability 5 - 10-Point/Other  
2 - 5-Point 4 - 10-Point/Nonresidence 6 - 10-Point/Nonresidence/20%

24. Tenure

0 - None 2 - Conditional  
1 - Permanent 3 - Indefinite

25. Agency Use

26. Veterans Preference

YES NO RIF

27. FEGLI

28. Annuity Indicator

29. Pay Rate

Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per Biweekly Pay Period

34. Position Occupied

1 - Competitive Service 3 - SES General  
2 - Excepted Service 4 - SES Career Development

35. FLSA Category

E

36. Appropriation Code

17/18 B 11A ZZZME8

37. Bargaining Unit Status

8888

38. Duty Station Code

11-0010-001

39. Duty Station

Washington, DC 20460

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

1 - USA 8 - Other

50. Veterans Status

51. Supervisory Status

S

(Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	Ann Jackson	07-13-17
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Ann Jackson

Approval Date

07-13-17

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

☐ OGE 450 Not Required

☐ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

m39: Creditable Military Service: None

m40: Previous retirement coverage: Previously Covered

m45: Employee is automatically covered under FERS

E01: Appointment is indefinite.

222: This appt. does not confer eligibility to be noncompetitively converted to Career-Cond. or Career Appointment

222: This position is designated for Drug Testing

# NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 04/01/2018						
FIRST ACTION					SECOND ACTION										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 11	11. Step or Rate 10	12. Total Salary 88450	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 114590	21. Pay Basis PA				
12A. Basic Pay 68983		12B. Locality Adj. 19467		12C. Adj. Basic Pay 88450		12D. Other Pay 0		20A. Basic Pay 89370		20B. Locality Adj. 25220		20C. Adj. Basic Pay 114590		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 - None 2 - 5 Points 3 - 10 Points/Disability 4 - 10 Points/Compensable 5 - 10 Points/Other 6 - 10 Points/Compensable/30%						24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
27. FEGLI [REDACTED]						28. Annuity Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL 13		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEFINITE. OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT. HEALTH BENEFITS COVERAGE CONTINUES.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180569043 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER									
47. Agency Code EP06		48. Personnel Office ID 3216		49. Approval Date 04/01/2018											



# REQUEST FOR PERSONNEL ACTION

## PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested <b>AD Appointment</b>	2. Request Number <b>AO-2018-014</b>
3. For Additional Information Call (Name and Telephone Number) [Redacted]	4. Proposed Effective Date <b>ASAP</b>
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Ryan T. Jackson, Chief of Staff</b> <i>[Signature]</i> <b>3/9/18</b>	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>E. Scott Pruitt, Administrator</b> <i>[Signature]</i> <b>3/9/18</b>

## PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date [Redacted]
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number [Redacted]					15. TO: Position Title and Number [Redacted]						
8. Pay Plan <b>GS</b>	9. Occ. Code <b>301</b>	10. Grade or Level <b>11</b>	11. Step or Rate <b>10</b>	12. Total Salary <b>\$88,450.00</b>	13. Pay Basis <b>PA</b>	16. Pay Plan <b>AD</b>	17. Occ. Code <b>301</b>	18. Grade or Level <b>00</b>	19. Step or Rate <b>00</b>	20. Total Salary/Annual <b>\$114,590.00</b>	21. Pay Basis <b>PA</b>
22A. Basic Pay		22B. Locality Adj.		22C. Adj. Basic Pay		22D. Other Pay		22E. Basic Pay		22F. Other Pay	
14. Name and Location of Position's Organization <b>A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office</b>						23. Name and Location of Position's Organization <b>A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office</b>					

## EMPLOYEE DATA

23. Veterans Preference			24. Tenure		25. Agency Use	26. Veterans Preference for BIP			
1 - None	2 - 10-Point Disability	3 - 10-Point Other	4 - 10-Point Compensable	5 - 10-Point Other	6 - None	7 - Conditional	8 - Permanent	9 - Indefinite	<input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI			28. Annuitant Indicator			29. Pay Rate Determinant			
30. Retirement Plan			31. Service Comp. Date (Leave)			32. Work Schedule			33. Part-Time Hours Per Bimonthly Pay Period

## POSITION DATA

34. Position Occupied		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
1 - Competitive Service	2 - SES General	3 - SES Career Reserved	4 - Exempt	5 - Nonexempt	18/19 B 11A 000ME8		
38. Duty Station Code <b>11-0011-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>Washington, DC</b>			
40. AGENCY DATA		41.	42.	43.	44.		
45. EDUCATIONAL LEVEL		46. YR. DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP	50. Veteran Era Vet	51. SUPERVISORY STATUS
					1-USA 8-OTHER		

## PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE

OVER

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME: [REDACTED]
- WORK PHONE:
- WORK EMAIL: [REDACTED]@epa.gov
- PLACE OF BIRTH: [REDACTED]

Resume Attached

CURRENT POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): SKC
- OFFICE: AO
- SUBOFFICE: [REDACTED]
- POSITION TITLE: [REDACTED]
- Is position being backfilled (Y/N/TBD): TBD

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD GS 14-1 (\$114,590)
- OFFICE: AO
- SUBOFFICE: [REDACTED]
- POSITION TITLE: [REDACTED]
- JOB DESCRIPTION: PDF Attached

AO-2018-014



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
THE ADMINISTRATOR

MEMORANDUM

**SUBJECT:** Salary Justification for [REDACTED]  
**FROM:** Ryan Jackson, Chief of Staff  
**TO:** Donna Vizian, Acting Assistant Administrator  
Office of Administration and Resources Management

This memo will serve as a salary justification for [REDACTED] I'm approving the appointment of [REDACTED] at a salary equivalent to a Grade 14, Step 1 in the D.C. region [REDACTED] and is well respected throughout the agency. She has shown unparalleled work-ethic and organizational skills since she began. Based on the reason's listed above, I believe that [REDACTED] will have an immediate, positive impact on one of the agency's most important office's and that her compensation should reflect her value to the agency.

  
Ryan Jackson  
Chief of Staff  
3/09/2018



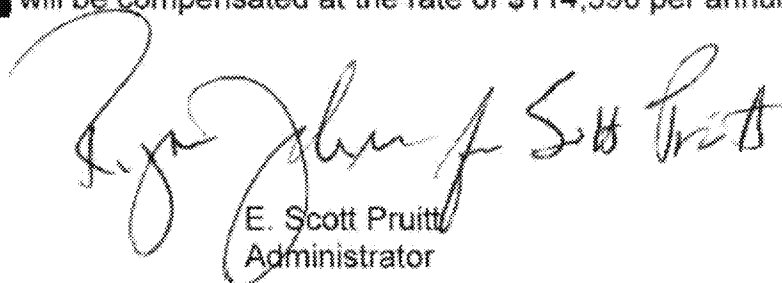
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

**MEMORANDUM FOR THE RECORD**

**SUBJECT:** Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of [REDACTED] to serve as [REDACTED]. [REDACTED] will be compensated at the rate of \$114,590 per annum.

  
E. Scott Pruitt  
Administrator

## Appendix C: Employee C

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/07/2017						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 44941	21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 35359		20B. Locality Adj. 9582		20C. Adj. Basic Pay 44941		20D. Other Pay 0	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC										
<b>EMPLOYEE DATA</b>															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO					
27. FEGLI [REDACTED]					28. Annuitant Indicator 9 NOT APPLICABLE					29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 05/07/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL 13		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK							
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 05/08/17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170791017 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR										
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 05/04/2017											

ECI: [REDACTED]

FPPS  
5/8/17SF 52 (E-Form 4.4)  
Rev. 7/81  
U.S. Office of Personnel Management  
FPMR Supp. 296-33, Subch. 3

SRO Approval

John E Reeder

## REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment										2. Request Number IO-2017-088	
3. For Additional Information Call (Name and Telephone Number) [REDACTED] (HR-[REDACTED])										Local Tracking No:	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff										6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator	
1. Name [REDACTED]		2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 5-7-17					
5-A. Code 170		5-B. Nature of Action Executed Appt.		6-A. Code		6-B. Nature of Action					
5-C. Code 21M		5-D. Legal Authority P.L. 95-190		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number						15. TO: Position Title and Number					
8. Pay Plan AD						9. Occ. Code 0301		10. Grade or Level 00		11. Step or Rate 00	
12. Total Salary \$44,941.00						13. Pay Basis PA					
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	
								20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office					
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Non-Disability A - 10-Point/Non-Disability/Other						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF	
27. FEGLI [REDACTED]						28. Annuitant Indicator 9		29. Pay Rate 0 Determinant		33. Part Time Hours Per 00 Biweekly Pay Period	
30. Retirement Plan KF						31. Service Comp. Date (Leave)		32. Work Schedule F			
34. Position Occupied 2 1 - Competitive Service 3 - SES General 3 - Executive Reserve A - SES Senior Executive						35. FLSA Category N		36. Appropriation Code 1718 B 11A ZZZME8		37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001						39. Duty Station Washington, DC					
40. Agency Date		41.		42.		43.		44.			
45. Educational Level 13		46. Year Degree Attained		47. Academic Discipline 520301		48. Functional Class		49. Citizenship 1 1 - USA 8 - Other		50. Veterans Status N	
								51. Supervisory Status N			
1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature		Date	
A.		[Signature]		4/24/17		D. Stetty		[Signature]		5/4/17	
B. [Signature]		[Signature]				E.					
C.						F.					
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.						Signature [Signature]		Approval Date 5/4/17			

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 5/20/93  
NSN 7540-01-333-6239

ED\_002324A\_00006443-00030



(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

☐ OGE 450 Not Required

☐ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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A30: This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.

E01: Appointment Indefinite

K18: Position at full performance level

M01: Appointment affidavit executed on

M39: Creditable military service: None

M40: Previous Retirement Coverage: None

M45: Employee is automatically covered under FERS.

Z66: This position is designated for Drug Testing.

05/08/2017

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

FPPS  
7/20/16

1. Actions Requested Conversion to Schedule C Appt.										2. Request Number IO-2017-113									
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])										Local Tracking No: [Redacted]									
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff										6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator									
1. Name [Redacted]										2. Social Security Number [Redacted]									
3. Date of Birth [Redacted]										4. Effective Date 07-16-17									
5-A. Code 570										5-B. Nature of Action Conv to Excepted Appt									
5-C. Code 97m										5-D. Legal Authority Sch C, 213.3324 Agency - Unique									
5-E. Code [Redacted]										5-F. Legal Authority Schedule C Authority dated 07-13-17									
7. FROM: Position Title and Number Same →										15. TO: Position Title and Number [Redacted]									
8. Pay Plan AD										9. Occ. Code 0301									
10. Grade or Level 00										11. Step or Rate 00									
12. Total Salary \$44,941										13. Pay Basis [Redacted]									
16. Pay Plan GS										17. Occ. Code 0301									
18. Grade or Level 07										19. Step or Rate 01									
20. Total Salary/Award \$44,941.00										21. Pay Basis PA									
14. Name and Location of Position's Organization Same →										22. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office									
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - R-Point 4 - 10-Point/Disability 6 - 10-Point/Disability/Other										24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite									
25. Agency Use [Redacted]										26. Veterans Preference YES NO RIF									
27. FEGLI [Redacted]										28. Annuitant Indicator [Redacted]									
29. Pay Rate Determinant										30. Retirement Plan [Redacted]									
31. Service Comp. Date (Leave) [Redacted]										32. Work Schedule [Redacted]									
33. Part Time Hours Per Biweekly Pay Period [Redacted]										34. Position Occupied 2 1 - Competitive Service 3 - SES General 4 - SES Career Reserve 5 - Executive Service 6 - SES Career Reserve									
35. FLSA Category N										36. Appropriation Code 1718 B 11A ZZZME8									
37. Bargaining Unit Status 8888										38. Duty Station Code Washington, DC									
40. Agency Data [Redacted]										41. [Redacted]									
42. [Redacted]										43. [Redacted]									
44. [Redacted]										45. Educational Level [Redacted]									
46. Year Degree Attained [Redacted]										47. Academic Discipline [Redacted]									
48. Functional Class [Redacted]										49. Citizenship 1 - USA 8 - Other									
50. Veterans Status [Redacted]										51. Supervisory Status N									
1. Office/Function A.										Initials/Signature [Signature]									
Date 07-19-17										Office/Function B.									
Initials/Signature [Signature]										Date 07-19-17									
Office/Function C.										Initials/Signature [Signature]									
Date 07-19-17										Office/Function D.									
Initials/Signature [Signature]										Date 07-19-17									
Office/Function E.										Initials/Signature [Signature]									
Date 07-19-17										Office/Function F.									
Initials/Signature [Signature]										Date 07-19-17									
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.										Signature [Signature]									
Approval Date 07-19-17										[Redacted]									

CONTINUED ON NEXT PAGE

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES☐ NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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**PART F - Remarks for SF 50**

M39: Creditable Military Service: NONE

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

M38: Frozen Service: 00-00

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 02/18/2018						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 07	11. Step or Rate 01	12. Total Salary 45972	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 56233	21. Pay Basis PA				
12A. Basic Pay 35854		12B. Locality Adj. 10118		12C. Adj. Basic Pay 45972		12D. Other Pay 0		20A. Basic Pay 43857		20B. Locality Adj. 12376		20C. Adj. Basic Pay 56233		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR  WASHINGTON,DC									
<b>EMPLOYEE DATA</b>															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 05/07/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL 13		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEFINITE. OPF MAINTAINED BY U.S. EPA, HRMD, MD C639-02, RTP, NC 27711 THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180483764 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 02/18/2018											

# REQUEST FOR PERSONNEL ACTION

1. Action Requested  
**Conversion - AD Appt.**

2. Request Number  
**IO-2018-035**

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)  
**Ryan T. Jackson, Chief of Staff**

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)  
**E. Scott Pruitt, Administrator**

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

**570 Conv to Exc Appt.**

**21m P.L. 95-190**

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan  
**GS**

9. Org Code  
**0301**

10. Grade or Level  
**07**

11. Step or Rate  
**01**

12. Total Salary  
**\$45,972**

13. Pay Basis  
**PA**

11A. Basic Pay

11B. Locality Adj

11C. Adj. Basic Pay

11D. Other Pay

16. Pay Plan  
**AD**

17. Org Code  
**0301**

18. Grade or Level  
**00**

19. Step or Rate  
**00**

20. Total Salary/Board  
**\$56,233**

21. Pay Basis  
**PA**

14. Name and Location of Position's Organization  
**US, EPA - OFFICE OF THE ADMINISTRATOR  
IMMEDIATE OFFICE A0000000**

22. Name and Location of Position's Organization  
**US, EPA - OFFICE OF THE ADMINISTRATOR  
IMMEDIATE OFFICE A0000000**

23. Veterans Preference

1 - None  
2 - 5-Point

3 - 10-Point/Disability  
4 - 10-Point/Compensable

5 - 10-Point/Other  
6 - 10-Point/Compensable/30%

24. Tenure

0 - None  
1 - Permanent  
2 - Conditional  
3 - Indefinite

28. Annuitant Indicator

**9**

25. Agency Use

26. Veterans Preference for RIF

☐ YES ☒ NO

29. Pay Rate Determinant

**0**

27. REGU

30. Requirement Plan

**KE**

31. Service Comp. Date (Leave)

**05/07/2017**

32. Work Schedule

**F**

33. Part-Time Hours Per

**0** Biweekly Pay Period

34. Position Occupied

**2**

1 - Competitive Service  
2 - Excepted Service

3 - SES General  
4 - SES Career Reserved

35. FLSA Category

**N** H - Exempt  
N - Nonexempt

36. Appropriation Code

**2018/2019 B 11A 000ME8**

37. Bargaining Unit Status

**8888**

38. Duty Station Code

**11-0010-001**

39. Duty Station (City - County - State or Overseas Location)

**WASHINGTON, DC**

40. AGENCY DATA

41.

42.

43.

44.

45. EDUCATIONAL LEVEL

46. YR/DEGREE ATTAINED

47. Academic Discipline

48. FUNCTIONAL CLASS

49. CITIZENSHIP

1 - USA 8 - OTHER

50. Vietnam Era Vet

51. SUPERVISORY STATUS

**N**

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature **Paluca Moore**

Approval Date **8/15/2018**

CONTINUED ON REVERSE

OVER

**7PPS**

(Note to Supervisors: If you are a supervisor, you must complete this form if you are terminating an employee for any reason, including resignation or retirement. If you are a supervisor, you must also complete this form on a separate sheet and attach it to the employee's personnel file.)

☐ YES ☐ NO

OGE 450 Not Required

OGE 450 Required

Signed: \_\_\_\_\_ DEO

#### Employee Acknowledgment

You are required to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason and forwarding address will be used to determine your eligibility for unemployment compensation benefits. If you are a supervisor, you must also complete this form on a separate sheet and attach it to the employee's personnel file.

This information is required by Sections 201, 3301, and 8402 of title 5, U.S. Code. Sections 201 and 3301 require the employee to issue regulations.

With regard to employment of individuals in the Federal service and their records, while local and State agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (Part 1): Your reasons are used to determine your eligibility for unemployment benefits. Please be specific and avoid generalization. This reason for retirement is effective at the end of the day \_\_\_\_\_ (unless you specify otherwise.)

2. Effective Date \_\_\_\_\_ 3. Your Signature \_\_\_\_\_ 4. Date Signed \_\_\_\_\_ 5. Forwarding Address (Number, Street, City, State, ZIP Code) \_\_\_\_\_

M39: Creditability military service: none

M45: Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE

M40: Previous Retirement Coverage: previously covered

K18: Position is at the full performance level

M38: Frozen service: 0000

E01: Appointment is Indefinite

ZZZ: This appointment does not confer eligibility to be noncompetitively

Converted to career-conditional or career appointment.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

February 6, 2018

3. 2. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as [REDACTED] Office of the Administrator. This position is in the Immediate Office of the Administrator, Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$56,233 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

### Information About Your Position

- Your annual salary will increase to the amount of \$56,233;
- Your immediate supervisor will be [REDACTED] Office of the Administrator; your second level supervisor will be Ryan Jackson, Chief of Staff to the Administrator; and
- You will continue to work a full-time schedule.

### Benefits

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on [REDACTED]

Sincerely,

[REDACTED]  
Executive Resources Staff  
Office of Human Resources





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the  
Appointment of [REDACTED] in the Office of Administrator.

[REDACTED] will be compensated at the rate of ~~\$61,926.00~~ per annum.

\$56,233.00 *OSM*

*E. Scott Pruitt*  
E. Scott Pruitt  
Administrator



Printed on Recycled Paper

## Appendix D: Employee D

## NOTIFICATION OF PERSONNEL ACTION

|   |  |                                      |                    |   |   |  |  |  |   |                               |   |                     |
|---|--|--------------------------------------|--------------------|---|---|--|--|--|---|-------------------------------|---|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |  |                                      |                    |   | 2. Social Security Number<br>[REDACTED] |  | 3. Date of Birth<br>[REDACTED]   |  | 4. Effective Date<br>03/26/2017                   |                               |   |                     |
| <b>FIRST ACTION</b>   |  |                                      |                    |   | <b>SECOND ACTION</b>                    |  |  |  |   |                               |   |                     |
| 5-A. Code<br>170  |  | 5-B. Nature of Action<br>EXC APPT    |                    |   | 6-A. Code                               |  | 6-B. Nature of Action  |  |   |                               |   |                     |
| 5-C. Code<br>ZLM  |  | 5-D. Legal Authority<br>P. L. 95-190 |                    |   | 6-C. Code                               |  | 6-D. Legal Authority   |  |   |                               |   |                     |
| 5-E. Code   |  | 5-F. Legal Authority                 |                    |   | 6-E. Code                               |  | 6-F. Legal Authority   |  |   |                               |   |                     |
| 7. FROM: Position Title and Number  |  |                                      |                    |   | 1. [REDACTED]                           |  |  |  |   |                               |   |                     |
| 8. Pay Plan   |  | 9. Occ. Code                         | 10. Grade or Level | 11. Step or Rate  | 12. Total Salary                        | 13. Pay Basis  | 16. Pay Plan<br>AD   | 17. Occ. Code<br>0301                  | 18. Grade or Level<br>00                          | 19. Step or Rate<br>00        | 20. Total Salary/Award<br>130692            | 21. Pay Basis<br>PA |
| 12A. Basic Pay  |  | 12B. Locality Adj.                   |                    | 12C. Adj. Basic Pay   |   | 12D. Other Pay   | 20A. Basic Pay<br>102826   |  | 20B. Locality Adj.<br>27866                       |                               | 20C. Adj. Basic Pay<br>130692               | 20D. Other Pay<br>0 |
| 14. Name and Location of Position's Organization  |  |                                      |                    |   |   |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC |  |   |                               |   |                     |
| <b>EMPLOYEE DATA</b>  |  |                                      |                    |   |   |  |  |  |   |                               |   |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%   |  |                                      |                    |   |   |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |  | 25. Agency Use                                    |                               | 26. Veterans Preference for RIF<br>YES X NO |                     |
| 27. FEGLI<br>[REDACTED]   |  |                                      |                    |   |   |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |  |   | 29. Pay Rate Determinant<br>0 |   |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |  |                                      |                    | 31. Service Comp. Date (Leave)<br>03/26/2017  |   | 32. Work Schedule<br>F FULL-TIME   |  |  | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                               |   |                     |
| <b>POSITION DATA</b>  |  |                                      |                    |   |   |  |  |  |   |                               |   |                     |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved  |  |                                      |                    | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt  |   | 36. Appropriation Code   |  |  | 37. Bargaining Unit Status<br>8888                |                               |   |                     |
| 38. Duty Station Code<br>11-0010-001  |  |                                      |                    | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON, DISTRICT OF COLUMBIA |   |  |  |  |   |                               |   |                     |
| 40. Agency Data<br>FUNC CLS 00  |  | 41. VET STAT X                       |                    | 42. EDUC LVL 17   |   | 43. SUPV STAT 8  |  | 44. POSITION SENSITIVITY MODERATE RISK |   |                               |   |                     |
| 45. Remarks<br>FROZEN SERVICE NONE<br>APPOINTMENT AFFIDAVIT EXECUTED 03-26-17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>APPOINTMENT IS INDEFINITE.<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT |  |                                      |                    |   |   |  |  |  |   |                               |   |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |  |                                      |                    |   |   | 50. Signature/Authentication and Title of Approving Official<br>170633719 / ELECTRONICALLY SIGNED BY:<br>SUZANNE L. ROBERTS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |  |  |   |                               |   |                     |
| 47. Agency Code<br>EP00   |  | 48. Personnel Office ID<br>3216      |                    | 49. Approval Date<br>03/27/2017   |   |  |  |  |   |                               |   |                     |

FPS  
3/21/17

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

|  |   |  |                       |
|--|---|--|-----------------------|
| 1. Actions Requested<br>Administratively Determined Appt.  |   | 2. Request Number<br>10-2017-078   |                       |
| 3. For Additional Information Call (Name and Telephone Number)<br>(HR- )   |   | Local Tracking No:<br>4. Proposed Effective Date<br>03/27/2017   |                       |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson, Chief of Staff   |   | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Brubaker, Administrator, EPA        |                       |
| 1. Name  |   | 2. Social Security Number  |                       |
| 3. Date of Birth   |   | 4. Effective Date<br>03-26-17  |                       |
| 5-A. Code<br>17D   | 5-B. Nature of Action<br>Excepted Appt. | 6-A. Code  | 6-B. Nature of Action |
| 5-C. Code<br>ZLM   | 5-D. Legal Authority<br>P.H. 95-190     | 6-C. Code  | 6-D. Legal Authority  |
| 5-E. Code  | 5-F. Legal Authority                    | 6-E. Code  | 6-F. Legal Authority  |
| 7. FROM: Position Title and Number   |   | 15. TO: Position Title and Number  |                       |
| 8. Pay Plan  | 9. Occ. Code                            | 10. Grade or Level   | 11. Step or Rate      |
| 12. Total Salary   | 13. Pay Basis                           | 16. Pay Plan   | 17. Occ. Code         |
| 18. Grade or Level   | 19. Step or Rate                        | 20. Total Salary/Award   | 21. Pay Basis         |
| 12A. Basic Pay   | 12B. Locality Adj.                      | 12C. Adj. Basic Pay  | 12D. Other Pay        |
| 20A. Basic Pay   | 20B. Locality Adj.                      | 20C. Adj. Basic Pay  | 20D. Other Pay        |
| 14. Name and Location of Position's Organization   |   | 22. Name and Location of Position's Organization<br>ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs |                       |
| 23. Veterans Preference<br>1 - None<br>2 - 5 Point<br>3 - 10 Point/Disability<br>4 - 15 Point/Annuitant<br>5 - 10 Point/Other<br>6 - 15 Point/Annuitant/Other          |   | 24. Tenure<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite   |                       |
| 25. Agency Use   |   | 26. Veterans Preference<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF                           |                       |
| 27. FEGLI  |   | 28. Annuitant Indicator  |                       |
| 30. Retirement Plan<br>KE  |   | 31. Service Comp. Date (Leave)<br>03/26/17   |                       |
| 32. Work Schedule<br>F   |   | 33. Pay Rate<br>6  |                       |
| 34. Position Occupied<br>2   |   | 35. FLSA Category<br>E   |                       |
| 36. Appropriation Code<br>17/18 B 11H ZZZME8   |   | 37. Bargaining Unit Status<br>8888   |                       |
| 38. Duty Station Code<br>11-DD10-001   |   | 39. Duty Station<br>Washington, DC 20460   |                       |
| 40. Agency Data  |   | 41.  |                       |
| 42.  |   | 43.  |                       |
| 44.  |   | 45. Educational Level<br>17  |                       |
| 46. Year Degree Attained   |   | 47. Academic Discipline<br>451001  |                       |
| 48. Functional Class   |   | 49. Citizenship<br>1 - USA 8 - Other   |                       |
| 50. Veterans Status<br>A   |   | 51. Supervisory Status<br>N  |                       |
| 1. Office/Function   |   | Initials/Signature   |                       |
| Date   |   | Office/Function  |                       |
| Initials/Signature   |   | Date   |                       |
| A.   |   | D. Staff   |                       |
| B. PSB   |   | E.   |                       |
| C.   |   | F.   |                       |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |   | Signature<br>Cecilia Garcia  |                       |
| Approval Date<br>3/24/17   |   |  |                       |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

M01: Appointment Affidavit executed: \_\_\_\_\_

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

|  |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
|--|----------------------|--|------------------------|--|---|---|--------------------------------|------------------------------------|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |                      |  |                        |  | 2. Social Security Number<br>[REDACTED]         |   | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>05/14/2017 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>  |                      |  |                        |  | <b>SECOND ACTION</b>                            |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>570   |                      | 5-B. Nature of Action<br>CONV TO EXC APPT                |                        |  | 6-A. Code                                       |   | 6-B. Nature of Action          |                                    |                                 |   |   |                               |  |                     |  |
| 5-C. Code<br>Y7M   |                      | 5-D. Legal Authority<br>SCH C, 213.33SCH C, 213.3313 AGE |                        |  | 6-C. Code                                       |   | 6-D. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 5-E. Code  |                      | 5-F. Legal Authority                                     |                        |  | 6-E. Code                                       |   | 6-F. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]   |                      |  |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>AD  | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00                                 | 11. Step or Rate<br>00 | 12. Total Salary<br>130692   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>GS  | 17. Occ. Code<br>0301          | 18. Grade or Level<br>14           | 19. Step or Rate<br>06          | 20. Total Salary/Award<br>130692                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>102826   |                      | 12B. Locality Adj.<br>27866                              |                        | 12C. Adj. Basic Pay<br>130692  |   | 12D. Other Pay<br>0   |                                | 20A. Basic Pay<br>102826           |                                 | 20B. Locality Adj.<br>27866                       |   | 20C. Adj. Basic Pay<br>130692 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC   |                      |  |                        |  |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC                                  |                                |                                    |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>   |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |                      |  |                        |  |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |                                |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. FEGLI<br>[REDACTED]  |                      |  |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                                |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |                      |  |                        | 31. Service Comp. Date (Leave)<br>03/26/2017   |   | 32. Work Schedule<br>F FULL-TIME  |                                |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>   |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |                      |  |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code  |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001   |                      |  |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00   |                      | 41. VET STAT X   |                        | 42. EDUC LVL 17  |   | 43. SUPV STAT 2   |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>FROZEN SERVICE NONE<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOIMPETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT<br>APPOINTMENT IS INDEFINITE. |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |                      |  |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>170893972 / ELECTRONICALLY SIGNED BY:<br>BENJAMIN H. PEABODY<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                |                                    |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00  |                      | 48. Personnel Office ID<br>3216                          |                        | 49. Approval Date<br>05/15/2017  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| 1. Actions Requested<br><i>Conversion TD</i>   |  | Schedule C Appointment   |  | 2. Request Number<br>OPA-2017-010            |  |
| 3. For Additional Information Call (Name and Telephone Number)<br>(HR- [redacted])   |  | Local Tracking No:   |  | 4. Proposed Effective Date<br>ASAP           |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson Chief of Staff <i>[Signature]</i> 4/15/17                                   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt, Administrator, EPA <i>[Signature]</i> |  |  |  |
| 1. Name<br>[redacted]  |  | 2. Social Security Number<br>[redacted]  |  | 3. Date of Birth<br>[redacted]               |  |
| 5-A. Code<br>370   |  | 5-B. Nature of Action<br>Conv to Excepted Appt   |  | 6-A. Code                                    |  |
| 5-C. Code<br>Y7m   |  | 5-D. Legal Authority<br>Sch C, 213.3313 Agency-unique  |  | 6-B. Nature of Action                        |  |
| 5-E. Code  |  | 5-F. Legal Authority<br>Schedule C Authority   |  | 6-C. Code                                    |  |
| 7. FROM: Position Title and Number<br><i>Same</i>  |  | 6-D. Legal Authority   |  |  |  |
|  |  | 6-E. Code  |  |  |  |
|  |  | 6-F. Legal Authority   |  |  |  |
| 15. TO: Position Title and Number<br>[redacted]  |  |  |  |  |  |
| 8. Pay Plan<br>AD  |  | 9. Occ. Code<br>0301   |  | 10. Grade or Level<br>00                     |  |
| 11. Step or Rate<br>00   |  | 12. Total Salary   |  | 13. Pay Basis                                |  |
| 16. Pay Plan<br>GS   |  | 17. Occ. Code<br>0301  |  | 18. Grade or Level<br>14                     |  |
| 19. Step or Rate<br>6  |  | 20. Total Salary/Award<br>\$130,692  |  | 21. Pay Basis<br>PA                          |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.   |  | 12C. Adj. Basic Pay                          |  |
| 12D. Other Pay   |  | 20A. Basic Pay   |  | 20B. Locality Adj.                           |  |
| 20C. Adj. Basic Pay  |  | 20D. Other Pay   |  |  |  |
| 14. Name and Location of Position's Organization<br><i>Same</i>  |  | 22. Name and Location of Position's Organization<br>AOG00000 - US EPA, Office of the Administrator, Office of Public Affairs           |  |  |  |
| 23. Veterans Preference<br>1 - None<br>2 - 5 Point<br>3 - 10 Point/Disability<br>4 - 15 Point/Other  |  | 24. Tenure<br>3<br>None<br>2 - Conditional<br>Permanent<br>1 - Indefinite  |  | 25. Agency Use                               |  |
| 26. FEGLI  |  | 27. Annuitant Indicator  |  | 28. Veterans Preference<br>YES NO RIF        |  |
| 30. Retirement Plan  |  | 31. Service Comp. Date (Leave)   |  | 29. Pay Rate<br>Determinant                  |  |
| 32. Work Schedule  |  | 33. Part Time Hours Per Biweekly Pay Period  |  |  |  |
| 34. Position Occupied<br>2<br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Senior Executive   |  | 35. FLSA Category<br>E   |  | 36. Appropriation Code<br>17/18 B 11H ZZZME8 |  |
| 37. Bargaining Unit Status<br>8888   |  | 38. Duty Station Code<br>17-0010-001   |  | 39. Duty Station<br>Washington, DC 20460     |  |
| 40. Agency Data  |  | 41.  |  | 42.  |  |
| 43.  |  | 44.  |  |  |  |
| 45. Educational Level  |  | 46. Year Degree Attained   |  | 47. Academic Discipline                      |  |
| 48. Functional Class   |  | 49. Citizenship<br>1 - USA 2 - Other   |  | 50. Veterans Status                          |  |
| 51. Supervisory Status<br>S  |  |  |  |  |  |
| 1. Office/Function   |  | Initials/Signature   |  | Date   |  |
| A.   |  | <i>[Signature]</i>   |  | 4/12/17                                      |  |
| B. PSB   |  | <i>[Signature]</i>   |  |  |  |
| C.   |  |  |  |  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  | Signature  |  | Approval Date                                |  |
|  |  | <i>[Signature]</i>   |  | 5.15.17                                      |  |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.



## NOTIFICATION OF PERSONNEL ACTION

|  |  |   |                          |                               |  |  |                                |  |                                 |                         |                       |   |                        |   |  |                     |
|--|--|---|--------------------------|-------------------------------|--|--|--------------------------------|--|---------------------------------|-------------------------|-----------------------|---|------------------------|---|--|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |   |                          |                               | 2. Social Security Number<br>[REDACTED]  |  | 3. Date of Birth<br>[REDACTED] |  | 4. Effective Date<br>08/13/2017 |                         |                       |   |                        |   |  |                     |
| <b>FIRST ACTION</b>  |  |   |                          |                               | <b>SECOND ACTION</b>   |  |                                |  |                                 |                         |                       |   |                        |   |  |                     |
| 5-A. Code<br>546   |  | 5-B. Nature of Action<br>CONV TO SES NONCAREER APPT   |                          |                               |  | 6-A. Code                                    |                                | 6-B. Nature of Action  |                                 |                         |                       |   |                        |   |  |                     |
| 5-C. Code<br>V4L   |  | 5-D. Legal Authority<br>5 U.S.C. 3394(A) NONCAREER    |                          |                               |  | 6-C. Code                                    |                                | 6-D. Legal Authority   |                                 |                         |                       |   |                        |   |  |                     |
| 5-E. Code<br>AWM   |  | 5-F. Legal Authority<br>NON CAREER OPM FORM1652 80917 |                          |                               |  | 6-E. Code                                    |                                | 6-F. Legal Authority   |                                 |                         |                       |   |                        |   |  |                     |
| 7. FROM: Position Title and Number<br>[REDACTED]   |  |   |                          |                               | 15. TO: Position Title and Number<br>[REDACTED]  |  |                                |  |                                 |                         |                       |   |                        |   |  |                     |
| 8. Pay Plan<br>GS  |  | 9. Occ. Code<br>0301                                  | 10. Grade or Level<br>14 | 11. Step or Rate<br>06        | 12. Total Salary<br>130692   |  | 13. Pay Basis<br>PA            |  | 16. Pay Plan<br>ES              |                         | 17. Occ. Code<br>0340 | 18. Grade or Level<br>00                          | 19. Step or Rate<br>00 | 20. Total Salary/Award<br>161900            |  | 21. Pay Basis<br>PA |
| 12A. Basic Pay<br>102826   |  | 12B. Locality Adj.<br>27866                           |                          | 12C. Adj. Basic Pay<br>130692 |  | 12D. Other Pay<br>0                          |                                | 20A. Basic Pay<br>161900   |                                 | 20B. Locality Adj.<br>0 |                       | 20C. Adj. Basic Pay<br>161900                     |                        | 20D. Other Pay<br>0                         |  |                     |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC   |  |   |                          |                               |  |  |                                | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC                               |                                 |                         |                       |   |                        |   |  |                     |
| <b>EMPLOYEE DATA</b>   |  |   |                          |                               |  |  |                                |  |                                 |                         |                       |   |                        |   |  |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |   |                          |                               |  |  |                                | 24. Tenure<br>0 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                                 |                         |                       | 25. Agency Use                                    |                        | 26. Veterans Preference for RIF<br>YES X NO |  |                     |
| 27. FEGLI<br>[REDACTED]  |  |   |                          |                               |  |  |                                | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |                                 |                         |                       | 29. Pay Rate Determinant<br>0                     |                        |   |  |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |  |   |                          |                               |  | 31. Service Comp. Date (Leave)<br>03/26/2017 |                                | 32. Work Schedule<br>F FULL-TIME   |                                 |                         |                       | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                        |   |  |                     |
| <b>POSITION DATA</b>   |  |   |                          |                               |  |  |                                |  |                                 |                         |                       |   |                        |   |  |                     |
| 34. Position Occupied<br>3 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |   |                          |                               | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |  |                                | 36. Appropriation Code   |                                 |                         |                       | 37. Bargaining Unit Status<br>8888                |                        |   |  |                     |
| 38. Duty Station Code<br>11-0010-001   |  |   |                          |                               | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |  |                                |  |                                 |                         |                       |   |                        |   |  |                     |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X  |                          | 42. EDUC LVL 17               |  | 43. SUPV STAT 2                              |                                | 44. POSITION SENSITIVITY HIGH RISK   |                                 |                         |                       |   |                        |   |  |                     |
| 4. [REDACTED]<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.<br>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NON-COMPETITIVELY |  |   |                          |                               |  |  |                                |  |                                 |                         |                       |   |                        |   |  |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |   |                          |                               |  |  |                                | 50. Signature/Authentication and Title of Approving Official<br>171580091 / ELECTRONICALLY SIGNED BY:<br>VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                 |                         |                       |   |                        |   |  |                     |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216                       |                          |                               | 49. Approval Date<br>08/24/2017  |  |                                |  |                                 |                         |                       |   |                        |   |  |                     |

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |  |   |  |
|--|--|---|--|
| 1. Actions Requested<br><b>Conversion to Non Career SES Appt.</b>  |  | 2. Request Number<br><b>OPA-2017-016</b>  |  |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>(HR- )</b>  |  | 4. Proposed Effective Date<br><b>ASAP</b>   |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson Chief of Staff</b>   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt, Administrator, EPA</b>          |  |
| 1. Name<br><b>[Redacted]</b>   |  | 2. Social Security Number<br><b>[Redacted]</b>  |  |
| 3. Date of Birth<br><b>[Redacted]</b>  |  | 4. Effective Date<br><b>08-13-17</b>  |  |
| 5-A. Code<br><b>546</b>  |  | 5-B. Nature of Action<br><b>Conv to SES Non-career Appt</b>   |  |
| 5-C. Code<br><b>546</b>  |  | 5-D. Legal Authority<br><b>5 U.S.C. 3394CA)</b>   |  |
| 5-E. Code<br><b>AWM</b>  |  | 5-F. Legal Authority<br><b>non career on OPM Reg 1652</b>   |  |
| 7. FROM: Position Title and Number<br><b>[Redacted]</b>  |  | 15. TO: Position Title and Number<br><b>[Redacted]</b>  |  |
| 8. Pay Plan<br><b>GS</b>   |  | 9. Occ. Code<br><b>0301</b>   |  |
| 10. Grade or Level<br><b>14</b>  |  | 11. Step or Rate<br><b>6</b>  |  |
| 12. Total Salary<br><b>\$130,692</b>   |  | 13. Pay Basis<br><b>[Redacted]</b>  |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.  |  |
| 12C. Adj. Basic Pay  |  | 12D. Other Pay  |  |
| 16. Pay Plan<br><b>ES</b>  |  | 17. Occ. Code<br><b>0340</b>  |  |
| 18. Grade or Level<br><b>00</b>  |  | 19. Step or Rate<br><b>00</b>   |  |
| 20. Total Salary/Award<br><b>\$161,900.00</b>  |  | 21. Pay Basis<br><b>PA</b>  |  |
| 20A. Basic Pay   |  | 20B. Locality Adj.  |  |
| 20C. Adj. Basic Pay  |  | 20D. Other Pay  |  |
| 14. Name and Location of Position's Organization<br><b>ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs</b>                                    |  | 22. Name and Location of Position's Organization<br><b>ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs</b> |  |
| 23. Veterans Preference<br><b>1 - None</b>   |  | 24. Tenure<br><b>0 - None</b>   |  |
| 25. Agency Use   |  | 26. Veterans Preference<br><b>YES</b>   |  |
| 27. FEGLI  |  | 28. Annuitant Indicator   |  |
| 29. Pay Rate<br><b>Determinant</b>   |  | 30. Retirement Plan<br><b>KF</b>  |  |
| 31. Service Comp. Date (Leave)<br><b>3-26-17</b>   |  | 32. Work Schedule<br><b>E</b>   |  |
| 33. Part Time Hours Per Biweekly Pay Period<br><b>0</b>  |  | 34. Position Occupied<br><b>3</b>   |  |
| 35. FLSA Category<br><b>E</b>  |  | 36. Appropriation Code<br><b>17/18 B 11H ZZZME8</b>   |  |
| 37. Bargaining Unit Status<br><b>8888</b>  |  | 38. Duty Station Code<br><b>11-0010-001</b>   |  |
| 39. Duty Station<br><b>Washington, DC 20460</b>  |  | 40. Agency Data   |  |
| 41.  |  | 42.   |  |
| 43.  |  | 44.   |  |
| 45. Educational Level  |  | 46. Year Degree Attained  |  |
| 47. Academic Discipline  |  | 48. Functional Class  |  |
| 49. Citizenship<br><b>1 - USA 6 - Other</b>  |  | 50. Veterans Status   |  |
| 51. Supervisory Status<br><b>S</b>   |  | 52.   |  |
| 1. Office/Function   |  | Initials/Signature  |  |
| Date   |  | Office/Function   |  |
| Initials/Signature   |  | Date  |  |
| A.   |  | D.  |  |
| B.   |  | E.  |  |
| C.   |  | F.  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  | Signature<br><b>Patterson Mace</b>  |  |
| Approval Date<br><b>8-11-17</b>  |  | [Redacted]  |  |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

M39 - Creditable Military Service, None  
M40 - Previous Retirement Covered, Previously Covered  
M45 - Employee is automatically Covered Under FEERS.  
K18 - Employee position is at the full performance level  
222 - This position is designated for Drug Testing  
222 - This appointment does not confer eligibility to be  
Non-competitively converted to Career-Conditional or  
career Appointment  
Appointment is Indefinite

|  |   |   |   |  |               |
|--|---|---|---|--|---------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |   | <b>I. DUTY LOCATION</b><br>Washington, DC   |   | <b>2. POSITION NUMBER</b><br>[REDACTED]  |               |
| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position   |   |   |   |  |               |
| <b>Official Allocation</b>   | <b>b. Title</b>   | <b>c. Pay Plan</b>  | <b>d. Series</b>  | <b>e. Grade</b>                          | <b>f. CLC</b> |
|  | [REDACTED]  | ES  | 0340  | 00                                       |               |
| <b>4. Supervisor's Recommendation</b>  |   | ES  | 0301  | 00                                       |               |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>  |   | <b>6. NAME OF EMPLOYEE</b>  |   |  |               |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b>  |   | c. [REDACTED]   |   |  |               |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |   | f. [REDACTED]   |   |  |               |
| b. Office of the Administrator   |   | g. [REDACTED]   |   |  |               |
| c. Office of Public Affairs  |   | h. Employing Office Location Washington, DC   |   |  |               |
| d. [REDACTED]  |   | i. Organization Code [REDACTED]   |   |  |               |
| <b>8. SUPERVISORY STATUS</b>   |   |   |   |  |               |
| <input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |   |   |   |  |               |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |   |   |   |  |               |
| <b>a. Typed Name and Title of Immediate Supervisor</b>   |   | <b>d. Typed Name and Title of Second-Level Supervisor</b>   |   |  |               |
| Ryan T. Jackson, Chief of Staff  |   | E. Scott Pruitt, Administrator  |   |  |               |
| <b>b. Signature</b>  | <b>c. Date</b>  | <b>e. Signature</b>   | <b>f. Date</b>  |  |               |
| [Signature]  | 3/10/17   | [Signature]   | 3/10/17   |  |               |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |   |   |   |  |               |
| <input checked="" type="checkbox"/> <b>Promotion Potential</b><br>This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:  |   |   |   |  |               |
| <b>b. PSB Risk Designation</b>   | <b>c. Financial Disclosure Form</b>   | <b>d. "Identical, Additional" (IA) Allocation</b>   | <b>e. FLSA Determination</b>  | <b>f. Functional Classification Code</b> |               |
| <input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input checked="" type="checkbox"/> 3 High<br>Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> OGE-450 Required<br><input checked="" type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required  | <input type="checkbox"/> This position may be IA'ed<br><input checked="" type="checkbox"/> This position may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent | <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive |  |               |
| <b>g. Bargaining Unit Code</b>   | <b>h. Check, if applicable:</b>   | <b>i. Classifier's Signature</b>  |   | <b>j. Date</b>                           |               |
| 36666  | <input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (____ % of time)<br><input type="checkbox"/> This position is subject to random drug testing (____) | [Signature]   |   | 03/13/17                                 |               |
| <b>11. REMARKS</b>   |   |   |   |  |               |
| Top Saraw  |   |   |   |  |               |

# Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 07/26/2017

POC: [REDACTED] Phone: [REDACTED]

Fax: (202) 564-9612

Request No: [REDACTED] Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No Duration: ES Pay Level: \$161,900 Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED] Title: [REDACTED]

Organization Name: OFFICE OF PUBLIC AFFAIRS

Recruited From: SAME BUREAU, SAME AGENCY GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

## SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or E. Scott Pruitt, Administrator

Signature: [Signature] Date Signed: 7/27/17

Agency White House Liaison

Name: Charles Munoz Phone: 202-564-3097

Signature: [Signature] Date Signed: 7/27/17

## OPM USE ONLY

Check the appropriate Box(es)

- ☐ Your request for a new noncareer appointment authority, reassignment or pay level change is: ☒ Approved ☐ Approved with Modification \*
- ☐ Your request for a limited term emergency appointment authority for the duration of \_\_\_\_\_ is: ☐ Disapproved ☐ Return without Action
- ☐ Your request for temporary space allocation
- \* Modification

Number of non-career allocations: \_\_\_\_\_ Percent of SES space allocation: \_\_\_\_\_ %

OPM Approving Official: [Signature] Date Signed: 8/9/17

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

AUG 10 2017

[REDACTED]

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as [REDACTED]. This position is located in the Office of the Administrator, Office of Public Affairs, Immediate Office; Washington, DC. Your appointment to this position will be made effective August 13, 2017.

This position is a Non-Career Senior Executive Service (SES) position. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

**Information About Your Position**

- ▶ Your annual salary will increase to the level of \$161,900;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator
- ▶ You will continue to work a full-time schedule;
- ▶ You will earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave;
- ▶ You may be required to update your SF-278 Financial Disclosure form. Please contact [REDACTED] to obtain additional information;
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

**Benefits**

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on [REDACTED]

Sincerely yours,

[REDACTED]

Office of Human Resources

## Appendix E: Employee E



## NOTIFICATION OF PERSONNEL ACTION

|  |  |                                     |  |  |  |  |                                |                                    |   |   |                                  |                     |                     |
|--|--|-------------------------------------|--|--|--|--|--------------------------------|------------------------------------|---|---|----------------------------------|---------------------|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |                                     |  |  | 2. Social Security Number<br>[REDACTED]  |  | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>04/23/2017                   |   |                                  |                     |                     |
| <b>FIRST ACTION</b>  |  |                                     |  |  | <b>SECOND ACTION</b>   |  |                                |                                    |   |   |                                  |                     |                     |
| 5-A. Code<br>170   |  | 5-B. Nature of Action<br>EXC APPT   |  |  | 6-A. Code  |  | 6-B. Nature of Action          |                                    |   |   |                                  |                     |                     |
| 5-C. Code<br>ZLM   |  | 5-D. Legal Authority<br>P.L. 95-190 |  |  | 6-C. Code  |  | 6-D. Legal Authority           |                                    |   |   |                                  |                     |                     |
| 5-E. Code  |  | 5-F. Legal Authority                |  |  | 6-E. Code  |  | 6-F. Legal Authority           |                                    |   |   |                                  |                     |                     |
| 7. FROM: Position Title and Number   |  |                                     |  |  | 15. TO: Position Title and Number<br>[REDACTED]  |  |                                |                                    |   |   |                                  |                     |                     |
| 8. Pay Plan  |  | 9. Occ. Code                        | 10. Grade or Level                           | 11. Step or Rate   | 12. Total Salary   | 13. Pay Basis  | 16. Pay Plan<br>AD             | 17. Occ. Code<br>0301              | 18. Grade or Level<br>00                          | 19. Step or Rate<br>00                      | 20. Total Salary/Award<br>115755 | 21. Pay Basis<br>PA |                     |
| 12A. Basic Pay   |  | 12B. Locality Adj.                  |  | 12C. Adj. Basic Pay  |  | 12D. Other Pay   | 20A. Basic Pay<br>91074        |                                    | 20B. Locality Adj.<br>24681                       |   | 20C. Adj. Basic Pay<br>115755    |                     | 20D. Other Pay<br>0 |
| 14. Name and Location of Position's Organization   |  |                                     |  |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC |  |                                |                                    |   |   |                                  |                     |                     |
| <b>EMPLOYEE DATA</b>   |  |                                     |  |  |  |  |                                |                                    |   |   |                                  |                     |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |                                     |  |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite                             |  |                                | 25. Agency Use                     |   | 26. Veterans Preference for RIF<br>YES X NO |                                  |                     |                     |
| 27. FEGLI<br>[REDACTED]  |  |                                     |  |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |  |                                |                                    | 29. Pay Rate Determinant<br>0                     |   |                                  |                     |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |  |                                     | 31. Service Comp. Date (Leave)<br>04/23/2017 |  | 32. Work Schedule<br>F FULL-TIME   |  |                                |                                    | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                                  |                     |                     |
| <b>POSITION DATA</b>   |  |                                     |  |  |  |  |                                |                                    |   |   |                                  |                     |                     |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |                                     |  | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |  | 36. Appropriation Code   |                                |                                    | 37. Bargaining Unit Status<br>8888                |   |                                  |                     |                     |
| 38. Duty Station Code<br>11-0010-001   |  |                                     |  | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |  |  |                                |                                    |   |   |                                  |                     |                     |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X                      |  | 42. EDUC LVL 13  |  | 43. SUPV STAT 8  |                                | 44. POSITION SENSITIVITY HIGH RISK |   |   |                                  |                     |                     |
| 45. Remarks<br>FROZEN SERVICE NONE<br>APPOINTMENT AFFIDAVIT EXECUTED 04/24/17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>APPOINTMENT IS INDEFINITE.<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT |  |                                     |  |  |  |  |                                |                                    |   |   |                                  |                     |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |                                     |  |  |  | 50. Signature/Authentication and Title of Approving Official<br>170696199 / ELECTRONICALLY SIGNED BY:<br>SUZANNE L. ROBERTS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                |                                    |   |   |                                  |                     |                     |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216     |  | 49. Approval Date<br>04/24/2017  |  |  |                                |                                    |   |   |                                  |                     |                     |

ECL: [REDACTED]

FPPS  
4/24/17SF 52 (E-Forms 4.4)  
Rev. 7/31  
U.S. Office of Personnel Management  
FPMR Supp. 296-33, Subch. 3

SRO Approval

John E Reeder

## REQUEST FOR PERSONNEL ACTION

|  |   |  |                        |
|--|---|--|------------------------|
| 1. Actions Requested<br>AD Appointment   |   | 2. Request Number<br>10-2017-083   |                        |
| 3. For Additional Information Call (Name & Telephone Number)   |   | Local Tracking No.   |                        |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson, Chief of Staff [Signature] 3/21/17   |   | 4. Proposed Effective Date<br>04-23-17   |                        |
| 5. Action Authorized By (Typed Name, Title, Signature, and Conference Date)<br>E. Scott Pruitt, Administrator [Signature]  |   | 4. Effective Date<br>04-23-17  |                        |
| 1. Name  | 2. Social Security Number               | 3. Date of Birth   | 4. Effective Date      |
| 5-A. Code<br>110   | 5-B. Nature of Action<br>Exempted Appt. | 6-A. Code  | 6-B. Nature of Action  |
| 5-C. Code<br>21M   | 5-D. Legal Authority<br>P.L. 95-190     | 6-C. Code  | 6-D. Legal Authority   |
| 5-E. Code  | 5-F. Legal Authority                    | 6-E. Code  | 6-F. Legal Authority   |
| 7. FROM: Position Title and Number   |   | 15. TO: Position Title and Number  |                        |
| 8. Pay Plan  | 9. Occ. Code                            | 10. Grade or Level   | 11. Step or Rate       |
| 12. Total Salary   | 13. Pay Basis<br>PA                     | 16. Pay Plan   | 17. Occ. Code          |
| 18. Grade or Level   | 19. Step or Rate                        | 20. Total Salary/Award   | 21. Pay Basis          |
| 12A. Basic Pay   | 12B. Locality Adj.                      | 12C. Adj. Basic Pay  | 12D. Other Pay         |
| 20A. Basic Pay   | 20B. Locality Adj.                      | 20C. Adj. Basic Pay  | 20D. Other Pay         |
| 14. Name and Location of Position's Organization   |   | 22. Name and Location of Position's Organization<br>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office |                        |
| 33. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Disability 6 - 10-Point/Other                               |   | 24. Tenure<br>0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                        |
| 27. FEGLI  |   | 25. Agency Use   |                        |
| 30. Retirement Plan  |   | 26. Veterans Preference<br>YES [X] NO [ ] for RIF  |                        |
| 31. Service Comp. Date (Leave)   |   | 28. Annuitant Indicator  |                        |
| 32. Work Schedule  |   | 29. Pay Rate<br>0 Determinant  |                        |
| 34. Position Occupied<br>1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Research   |   | 33. Part Time Hours Per<br>00 Biweekly Pay Period  |                        |
| 35. FLSA Category<br>N   |   | 36. Appropriation Code<br>1718 B 11A ZZZME8  |                        |
| 38. Duty Station Code<br>11-0010-001   |   | 37. Bargaining Unit Status<br>8555   |                        |
| 39. Duty Station<br>Washington, DC   |   |  |                        |
| 40. Agency Data  | 41.                                     | 42.  | 43.                    |
| 44.  | 45. Educational Level<br>13             | 46. Year Degree Attained   | 47. Academic Training  |
| 48. Functional Class   | 49. Citizenship<br>1 - USA 8 - Other    | 50. Veterans Status  | 51. Supervisory Status |
| 1. Office/Function   | Initials/Signature                      | Date   | Office/Function        |
| A.   | [Signature]                             | 4/12/17  | D. Staff               |
| B. PSB   | [Signature]                             |  | E.                     |
| C.   |   |  | F.                     |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |   | Signature<br>Cecilia Leander   |                        |
|  |   | Approval Date<br>4/19/17   |                        |

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-8238

ED\_002324A\_00006443-00056

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

#### PART II - Remarks for SF 50

M01: Appointment Affidavit executed 04-24-17  
M39: Creditable Military Service: None  
M40: Previous Retirement Coverage: Never covered  
M45: Employee is automatically covered under FEERS.  
K18: Employee position is at the full performance level.  
ZZZ: This position is designated for Drug Testing.  
ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.  
F01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

|   |                      |   |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
|---|----------------------|---|------------------------|--|---|---|--------------------------------|------------------------------------|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |   |                        |  | 2. Social Security Number<br>[REDACTED]         |   | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>05/14/2017 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>   |                      |   |                        |  | <b>SECOND ACTION</b>                            |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>570  |                      | 5-B. Nature of Action<br>CONV TO EXC APPT       |                        |  | 6-A. Code                                       |   | 6-B. Nature of Action          |                                    |                                 |   |   |                               |  |                     |  |
| 5-C. Code<br>Y7M  |                      | 5-D. Legal Authority<br>SCH C, 213.33SCH C 3317 |                        |  | 6-C. Code                                       |   | 6-D. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                            |                        |  | 6-E. Code                                       |   | 6-F. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |   |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>AD   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00                        | 11. Step or Rate<br>00 | 12. Total Salary<br>115755   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>GS  | 17. Occ. Code<br>0301          | 18. Grade or Level<br>14           | 19. Step or Rate<br>02          | 20. Total Salary/Award<br>115755                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>91074   |                      | 12B. Locality Adj.<br>24681                     |                        | 12C. Adj. Basic Pay<br>115755  |   | 12D. Other Pay<br>0   |                                | 20A. Basic Pay<br>91074            |                                 | 20B. Locality Adj.<br>24681                       |   | 20C. Adj. Basic Pay<br>115755 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC  |                      |   |                        |  |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC  |                                |                                    |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |   |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%   |                      |   |                        |  |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |                                |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. EGLI<br>[REDACTED]  |                      |   |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                                |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |   |                        | 31. Service Comp. Date (Leave)<br>04/23/2017   |   | 32. Work Schedule<br>F FULL-TIME  |                                |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>  |                      |   |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved  |                      |   |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code  |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |   |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                                  |                        | 42. EDUC LVL 04  |   | 43. SUPV STAT 2   |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>FROZEN SERVICE NONE<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 |                      |   |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |   |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>170921379 / ELECTRONICALLY SIGNED BY:<br>BENJAMIN H. PEABODY<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                |                                    |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00   |                      | 48. Personnel Office ID<br>3216                 |                        | 49. Approval Date<br>05/18/2017  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |

FPPS 5/18/17

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| 1. Actions Requested<br><u>Commission to</u>   |  | Schedule C. Appt.  |  | 2. Request Number<br>10-2017-094         |  |
| 3. For Additional Information Call (Name and Telephone Number)   |  | Local Tracking No:   |  | 4. Proposed Effective Date               |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson, Chief of Staff   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt, Administrator         |  |  |  |
| 1. Name  |  | 2. Social Security Number  |  | 3. Date of Birth                         |  |
| 4. Effective Date  |  | 05-14-17   |  |  |  |
| 5-A. Code<br>570   |  | 5-B. Nature of Action<br>EDM to Exc AD   |  | 6-A. Code                                |  |
| 5-C. Code<br>V7M   |  | 5-D. Legal Authority<br>Sch C 33M  |  | 6-B. Nature of Action                    |  |
| 5-E. Code  |  | 5-F. Legal Authority   |  | 6-C. Code                                |  |
|  |  |  |  | 6-D. Legal Authority                     |  |
| 6-E. Code  |  | 6-F. Legal Authority   |  |  |  |
| 7. FROM: Position Title and Number<br><u>Same</u>  |  | 15. TO: Position Title and Number  |  |  |  |
| 8. Pay Plan<br>AD  |  | 9. Occ. Code<br>0301   |  | 10. Grade or Level<br>00                 |  |
| 11. Step or Rate<br>00   |  | 12. Total Salary<br>PA   |  | 13. Pay Basis<br>PA                      |  |
| 14. Name and Location of Position's Organization<br><u>Same</u>  |  | 22. Name and Location of Position's Organization<br>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office |  |  |  |
| 23. Veterans Preference<br>1 - None  |  | 24. Tenure<br>3  |  | 25. Agency Use                           |  |
| 26. Veterans Preference<br>YES   |  | 27. FEGLI  |  | 28. Annuitant Indicator                  |  |
| 29. Pay Rate<br>D  |  | 30. Retirement Plan<br>RR  |  | 31. Service/Comp Date<br>(Leave) 4/23/17 |  |
| 32. Work Schedule<br>F   |  | 33. Part Time Hours Per<br>Biweekly Pay Period<br>00   |  | 34. Position Occupied<br>2               |  |
| 35. FLSA Category<br>E   |  | 36. Appropriation Code<br>1718 B 11A ZZZME8  |  | 37. Bargaining Unit Status<br>8888       |  |
| 38. Duty Station Code<br>11-0010-001   |  | 39. Duty Station<br>Washington, DC   |  |  |  |
| 40. Agency Data  |  | 41.  |  |  |  |
| 42.  |  | 43.  |  |  |  |
| 44.  |  | 45. Educational Level<br>04  |  |  |  |
| 46. Year Degree Attained   |  | 47. Academic Discipline  |  |  |  |
| 48. Functional Class   |  | 49. Citizenship<br>1 - USA 8 - Other   |  |  |  |
| 50. Veterans Status<br>A   |  | 51. Supervisory Status<br>S  |  |  |  |
| 1. Office/Function   |  | Initials/Signature   |  | Date                                     |  |
| A.   |  | D. Staffing  |  | 5/18/17                                  |  |
| B.   |  | E.   |  |  |  |
| C.   |  | F.   |  |  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  | Signature<br>Quenda Leavelle   |  | Approval Date<br>5/18/17                 |  |

CONTINUED ON NEXT PAGE

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

**PART F - Remarks for SF 50**

## NOTIFICATION OF PERSONNEL ACTION

|   |                      |                                     |                        |  |   |  |   |                                    |                                 |   |   |                               |  |                     |  |
|---|----------------------|-------------------------------------|------------------------|--|---|--|---|------------------------------------|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |                                     |                        |  | 2. Social Security Number<br>[REDACTED]         |  | 3. Date of Birth<br>[REDACTED]                      |                                    | 4. Effective Date<br>07/16/2017 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>   |                      |                                     |                        |  | <b>SECOND ACTION</b>                            |  |   |                                    |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>002  |                      | 5-B. Nature of Action<br>CORRECTION |                        |  | 6-A. Code<br>546                                |  | 6-B. Nature of Action<br>CONV TO SES NONCAREER APPT |                                    |                                 |   |   |                               |  |                     |  |
| 5-C. Code   |                      | 5-D. Legal Authority                |                        |  | 6-C. Code<br>V4L                                |  | 6-D. Legal Authority<br>5 U.S.C. 3394(A) NONCAREER  |                                    |                                 |   |   |                               |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                |                        |  | 6-E. Code<br>AWM                                |  | 6-F. Legal Authority<br>07-13-17                    |                                    |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |                                     |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |  |   |                                    |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>GS   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>14            | 11. Step or Rate<br>02 | 12. Total Salary<br>115755   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>ES   | 17. Occ. Code<br>0340                               | 18. Grade or Level<br>00           | 19. Step or Rate<br>00          | 20. Total Salary/Award<br>140000                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>91074   |                      | 12B. Locality Adj.<br>24681         |                        | 12C. Adj. Basic Pay<br>115755  |   | 12D. Other Pay<br>0  |   | 20A. Basic Pay<br>140000           |                                 | 20B. Locality Adj.<br>0                           |   | 20C. Adj. Basic Pay<br>140000 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC               |                      |                                     |                        |  |   | 22. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC                        |   |                                    |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |                                     |                        |  |   |  |   |                                    |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |                      |                                     |                        |  |   | 24. Tenure<br>0 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |   |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. FEGLI<br>[REDACTED]   |                      |                                     |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |   |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |                                     |                        | 31. Service Comp. Date (Leave)<br>04/23/2017   |   | 32. Work Schedule<br>F FULL-TIME   |   |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>  |                      |                                     |                        |  |   |  |   |                                    |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>3 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved                                    |                      |                                     |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code   |   |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |                                     |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |  |   |                                    |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                      |                        | 42. EDUC LVL 04  |   | 43. SUPV STAT 2  |   | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>CORRECTS ITEM NUMBER 15 FROM [REDACTED]  |                      |                                     |                        |  |   |  |   |                                    |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |                                     |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>180317519 / ELECTRONICALLY SIGNED BY:<br>VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |   |                                    |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00   |                      | 48. Personnel Office ID<br>3216     |                        | 49. Approval Date<br>01/18/2018  |   |  |   |                                    |                                 |   |   |                               |  |                     |  |

**John E Reeder**

|  |  |                             |  |                                 |   |                               |                                       |   |                                      |   |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
|--|--|-----------------------------|--|---------------------------------|---|-------------------------------|---------------------------------------|---|--------------------------------------|---|--|---|----------|------------------------------|--|---------------------------------|---|-------------------------------|--|---|--|----------------------------|--|--|
| 1. Actions Requested<br><b>Conversion to NL SES Appt</b>   |  |                             |  |                                 |   |                               |                                       |   |                                      | 2. Request Number<br><b>IO-2017-110</b>   |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>[Redacted]</b>  |  |                             |  |                                 |   |                               |                                       |   |                                      | Local Tracking No:<br><b>[Redacted]</b>   |  | 4. Proposed Effective Date<br><b>ASAP</b> |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson, Chief of Staff</b>  |  |                             |  |                                 | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt, Administrator</b> |                               |                                       |   |                                      |   |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 1. Name<br><b>[Redacted]</b>   |  |                             |  |                                 | 2. Social Security Number<br><b>[Redacted]</b>  |                               | 3. Date of Birth<br><b>[Redacted]</b> |   | 4. Effective Date<br><b>07-16-17</b> |   |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 5-A. Code<br><b>546</b>  |  |                             |  |                                 | 5-B. Nature of Action<br><b>Conv to SES Non-Career Appt</b>   |                               |                                       |   |                                      | 6-A. Code<br><b>[Redacted]</b>  |  |   |          |                              | 6-B. Nature of Action<br><b>[Redacted]</b>         |                                 |   |                               |  |   |  |                            |  |  |
| 5-C. Code<br><b>V4L</b>  |  |                             |  |                                 | 5-D. Legal Authority<br><b>5 U.S.C. 3394(a) Non-Career</b>  |                               |                                       |   |                                      | 6-C. Code<br><b>[Redacted]</b>  |  |   |          |                              | 6-D. Legal Authority<br><b>[Redacted]</b>          |                                 |   |                               |  |   |  |                            |  |  |
| 5-E. Code<br><b>AWM</b>  |  |                             |  |                                 | 5-F. Legal Authority<br><b>and OPM Form 1652 dated 07-13-17</b>   |                               |                                       |   |                                      | 6-E. Code<br><b>[Redacted]</b>  |  |   |          |                              | 6-F. Legal Authority<br><b>[Redacted]</b>          |                                 |   |                               |  |   |  |                            |  |  |
| 7. FROM: Position Title and Number<br><b>[Redacted]</b>  |  |                             |  |                                 |   |                               |                                       |   |                                      | 15. TO: Position Title and Number<br><b>[Redacted]</b>  |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 8. Pay Plan<br><b>GS</b>   |  | 9. Occ. Code<br><b>0301</b> |  | 10. Grade or Level<br><b>14</b> |   | 11. Step or Rate<br><b>02</b> |                                       | 12. Total Salary<br><b>\$115,755.00</b> |                                      | 13. Pay Basis<br><b>PA</b>  |  | 16. Pay Plan<br><b>ES</b>                 |          | 17. Occ. Code<br><b>0340</b> |  | 18. Grade or Level<br><b>00</b> |   | 19. Step or Rate<br><b>00</b> |  | 20. Total Salary/Award<br><b>\$140,000</b>  |  | 21. Pay Basis<br><b>PA</b> |  |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.          |  | 12C. Adj. Basic Pay             |   | 12D. Other Pay                |                                       | 20A. Basic Pay                          |                                      | 20B. Locality Adj.  |  | 20C. Adj. Basic Pay                       |          | 20D. Other Pay               |  |                                 |   |                               |  |   |  |                            |  |  |
| 14. Name and Location of Position's Organization<br><b>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office</b>  |  |                             |  |                                 |   |                               |                                       |   |                                      | 22. Name and Location of Position's Organization<br><b>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office</b> |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point/Non-Disability 4 - 10-Point/Non-Disability/VA                            |  |                             |  |                                 |   |                               |                                       |   |                                      | 24. Tenure<br>0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |  |   |          |                              | 25. Agency Use                                     |                                 | 26. Veterans Preference<br>YES NO for RIF |                               |  |   |  |                            |  |  |
| 27. FEGLI  |  |                             |  |                                 |   |                               |                                       |   |                                      | 28. Annuitant Indicator   |  |   |          |                              | 29. Pay Rate<br>Determinant                        |                                 |   |                               |  |   |  |                            |  |  |
| 30. Retirement Plan  |  |                             |  |                                 |   |                               |                                       |   |                                      | 31. Service Comp. Date (Leave)  |  |   |          |                              | 32. Work Schedule                                  |                                 |   |                               |  | 33. Part Time Hours Per Biweekly Pay Period |  |                            |  |  |
| 34. Position Occupied<br>1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Research   |  |                             |  |                                 |   |                               |                                       |   |                                      | 35. FLSA Category<br><b>E</b>   |  |   |          |                              | 36. Appropriation Code<br><b>1718 B 11A ZZZME8</b> |                                 |   |                               |  | 37. Bargaining Unit Status<br><b>8888</b>   |  |                            |  |  |
| 38. Duty Station Code<br><b>11-0010-001</b>  |  |                             |  |                                 |   |                               |                                       |   |                                      | 39. Duty Station<br><b>Washington, DC</b>   |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 40. Agency Data  |  | 41.                         |  | 42.                             |   | 43.                           |                                       | 44.                                     |                                      |   |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 45. Educational Level  |  | 46. Year Degree Attained    |  | 47. Academic Discipline         |   | 48. Functional Class          |                                       | 49. Citizenship<br>1 - USA 5 - Other    |                                      | 50. Veterans Status   |  | 51. Supervisory Status<br><b>S</b>        |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 1. Office/Function   |  | Initials/Signature          |  |                                 | Date  |                               |                                       | Office/Function                         |                                      | Initials/Signature  |  |   | Date     |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| A.   |  |                             |  |                                 |   |                               |                                       | D. Staff                                |                                      | Ann Dackley   |  |   | 07-19-17 |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| B.   |  |                             |  |                                 |   |                               |                                       | E.                                      |                                      |   |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| C.   |  |                             |  |                                 |   |                               |                                       | F.                                      |                                      |   |  |   |          |                              |  |                                 |   |                               |  |   |  |                            |  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  |                             |  |                                 |   |                               |                                       |   |                                      | Signature<br><b>Ann Dackley</b>   |  |   |          |                              | Approval Date<br><b>07-19-17</b>                   |                                 |   |                               |  |   |  |                            |  |  |

**CONTINUED ON NEXT PAGE**

Editions Prior to 7/91 Are Not Usable After 6/30/93  
 NSN 7540-01-333-0235



(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

☐ OGE 450 Not Required

☐ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

M39: Creditable Military Service: NONE

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

M38: Frozen Service: 00-00

T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.

ZZZ: This position is designated for Drug Testing.

# REQUEST FOR PERSONNEL ACTION

## PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested

Resignation

2. Request Number

TBA

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

3/12/18

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

Ryan Jackson, Chief of Staff

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

Scott Pruitt, Administrator

## PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 296-1, Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

### FIRST ACTION

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

### SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan  
ES

9. Duty Code  
0340

10. Grade or Level  
00

11. Step or Rate  
00

12. Total Salary  
\$140,000

13. Pay Basis  
PA

16. Pay Plan

17. Duty Code

18. Grade or Level

19. Step or Rate

20. Total Salary/Amount

21. Pay Basis

14. Name and Location of Position's Organization  
A0000000 - Environmental Protection Agency  
Office of the Administrator, Immediate Office

22. Name and Location of Position's Organization

### EMPLOYEE DATA

23. Veterans Preference

- 1 - None  
2 - 5-Point

- 3 - 10-Point/Disability  
4 - 10-Point/Compensable

- 5 - 15-Point/Other  
6 - 15-Point/Compensable/30%

24. Tenure

- 0 - None  
1 - Permanent  
2 - Conditional  
3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

☐ YES ☐ NO

27. FEGLI

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part-Time Hours Per

Biweekly  
Pay Period

### POSITION DATA

34. Position Occupied

- 1 - Competitive Service  
2 - Excepted Service  
3 - SES General  
4 - SES Career Reserved

35. FLSA Category

- E - Except  
N - Nonexempt

36. Appropriation Code

18/19 B 11A 000ME8

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

40. AGENCY DATA

41.

42.

43.

44.

45. EDUCATIONAL LEVEL

46. YR DEGREE ATTAINED

47. Academic Discipline

48. FUNCTIONAL CLASS

49. CITIZENSHIP

1-USA 2-OTHER

50. Veterans Exp. Val.

51. SUPERVISORY STATUS

### PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function

Initials/Signature

Date

Office/Function

Initials/Signature

Date

A.

D.

B.

E.

C.

F.

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE

OVER

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 4506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regula-

tions with regard to employment of individuals in the Federal service and their records, while section 4506 requires agencies to furnish the specific reason for termination of Federal Service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary, however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.  
Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Date Signed

4. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

## Appendix F: Employee F

## NOTIFICATION OF PERSONNEL ACTION

|  |  |                                      |                    |  |  |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
|--|--|--------------------------------------|--------------------|--|--|----------------------------------|--------------------------------|------------------------------------|---------------------------------|---|--------------------------|-------------------------------|----------------------------------|---------------------|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |                                      |                    |  | 2. Social Security Number<br>[REDACTED]  |                                  | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>03/26/2017 |   |                          |                               |                                  |                     |                     |
| <b>FIRST ACTION</b>  |  |                                      |                    |  | <b>SECOND ACTION</b>   |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 5-A. Code<br>170   |  | 5-B. Nature of Action<br>EXC APPT    |                    |  | 6-A. Code  |                                  | 6-B. Nature of Action          |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 5-C. Code<br>ZLM   |  | 5-D. Legal Authority<br>P. L. 95-190 |                    |  | 6-C. Code  |                                  | 6-D. Legal Authority           |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 5-E. Code  |  | 5-F. Legal Authority                 |                    |  | 6-E. Code  |                                  | 6-F. Legal Authority           |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 7. FROM: Position Title and Number   |  |                                      |                    |  | 15. TO: Position Title and Number<br>[REDACTED]  |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 8. Pay Plan  |  | 9. Occ. Code                         | 10. Grade or Level | 11. Step or Rate   | 12. Total Salary   |                                  | 13. Pay Basis                  |                                    | 16. Pay Plan<br>AD              | 17. Occ. Code<br>0301                             | 18. Grade or Level<br>00 | 19. Step or Rate<br>00        | 20. Total Salary/Award<br>149337 |                     | 21. Pay Basis<br>PA |
| 12A. Basic Pay   |  | 12B. Locality Adj.                   |                    | 12C. Adj. Basic Pay  |  | 12D. Other Pay                   |                                | 20A. Basic Pay<br>117496           |                                 | 20B. Locality Adj.<br>31841                       |                          | 20C. Adj. Basic Pay<br>149337 |                                  | 20D. Other Pay<br>0 |                     |
| 14. Name and Location of Position's Organization   |  |                                      |                    |  | 22. Name and Location of Position's Organization<br>[REDACTED]<br><br>WASHINGTON,DC  |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
| <b>EMPLOYEE DATA</b>   |  |                                      |                    |  |  |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |                                      |                    |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                                  |                                | 25. Agency Use                     |                                 | 26. Veterans Preference for RIF<br>YES X NO       |                          |                               |                                  |                     |                     |
| 27. FEGLI<br>[REDACTED]  |  |                                      |                    |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |                                  |                                |                                    |                                 | 29. Pay Rate Determinant<br>0                     |                          |                               |                                  |                     |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |  |                                      |                    | 31. Service Comp. Date (Leave)<br>03/26/2017   |  | 32. Work Schedule<br>F FULL-TIME |                                |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                          |                               |                                  |                     |                     |
| <b>POSITION DATA</b>   |  |                                      |                    |  |  |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |                                      |                    | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |  | 36. Appropriation Code           |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888                |                          |                               |                                  |                     |                     |
| 38. Duty Station Code<br>11-0010-001   |  |                                      |                    | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |  |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X                       |                    | 42. EDUC LVL 15  |  | 43. SUPV STAT 8                  |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |                          |                               |                                  |                     |                     |
| 45. Remarks<br>FROZEN SERVICE NONE<br>APPOINTMENT AFFIDAVIT EXECUTED 03-27-17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>APPOINTMENT IS INDEFINITE.<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DIES BIT CIBFER ELIGIBILITY TO BE NONCOMPETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT |  |                                      |                    |  |  |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |                                      |                    |  | 50. Signature/Authentication and Title of Approving Official<br>170620790 / ELECTRONICALLY SIGNED BY:<br>SUZANNE L. ROBERTS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216      |                    | 49. Approval Date<br>03/13/2017  |  |                                  |                                |                                    |                                 |   |                          |                               |                                  |                     |                     |

FPPS  
3/27/17

SF 52 (E-Form 4.4)  
Rev. 7/81  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

SRO Approval \_\_\_\_\_  
John E Reeder

# REQUEST FOR PERSONNEL ACTION

|   |  |   |  |
|---|--|---|--|
| 1. Actions Requested<br><b>Administratively Determined Appointment</b>  |  | 2. Request Number<br><b>OP-2017-017</b>   |  |
| 3. For Additional Information Call (Name and Telephone Number)<br>[Redacted] (HR-[Redacted])  |  | 4. Proposed Effective Date<br><b>03/27/2017</b>   |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Michael Flynn, Acting Deputy Administrator</b><br><i>[Signature]</i> <b>3/21/17</b> |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt, Administrator</b><br><i>[Signature]</i> |  |

|                       |   |                                |                                      |
|-----------------------|---|--------------------------------|--------------------------------------|
| 1. Name<br>[Redacted] | 2. Social Security Number<br>[Redacted] | 3. Date of Birth<br>[Redacted] | 4. Effective Date<br><b>03-26-17</b> |
|-----------------------|---|--------------------------------|--------------------------------------|

|                         |   |           |                       |
|-------------------------|---|-----------|-----------------------|
| 5-A. Code<br><b>P10</b> | 5-B. Nature of Action<br><b>Excepted Appt</b> | 6-A. Code | 6-B. Nature of Action |
| 5-C. Code<br><b>2um</b> | 5-D. Legal Authority<br><b>P.L. 95-190</b>    | 6-C. Code | 6-D. Legal Authority  |
| 5-E. Code               | 5-F. Legal Authority                          | 6-E. Code | 6-F. Legal Authority  |

|  |   |
|--|---|
| 7. FROM: Position Title and Number<br>[Redacted] | 15. TO: Position Title and Number<br>[Redacted] |
|--|---|

|                           |                            |                                  |                                |                                |                            |                           |                              |                                 |                               |   |                            |
|---------------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|----------------------------|---------------------------|------------------------------|---------------------------------|-------------------------------|---|----------------------------|
| 8. Pay Plan<br>[Redacted] | 9. Occ. Code<br>[Redacted] | 10. Grade or Level<br>[Redacted] | 11. Step or Rate<br>[Redacted] | 12. Total Salary<br>[Redacted] | 13. Pay Basis<br><b>PA</b> | 16. Pay Plan<br><b>AD</b> | 17. Occ. Code<br><b>0301</b> | 18. Grade or Level<br><b>00</b> | 19. Step or Rate<br><b>00</b> | 20. Total Salary/Award<br><b>\$149,337.00</b> | 21. Pay Basis<br><b>PA</b> |
| 12A. Basic Pay            | 12B. Locality Adj.         | 12C. Adj. Basic Pay              | 12D. Other Pay                 | 20A. Basic Pay                 | 20B. Locality Adj.         | 20C. Adj. Basic Pay       | 20D. Other Pay               |                                 |                               |   |                            |

|  |   |
|--|---|
| 14. Name and Location of Position's Organization<br>[Redacted] | 22. Name and Location of Position's Organization<br><b>AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy</b> |
|--|---|

|   |   |                               |   |
|---|---|-------------------------------|---|
| 23. Veterans Preference<br>1 - None<br>2 - 5-Point<br>3 - 10-Point/Disability<br>4 - 10-Point/Presidential<br>5 - 10-Point/Other<br>6 - 10-Point/Presidential/Other | 24. Tenure<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Interim | 25. Agency Use                | 26. Veterans Preference<br>YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> RIF |
| 27. FEGLI<br>[Redacted]   | 28. Annuitant Indicator<br><b>9</b>                                       | 29. Pay Rate<br><b>0</b>      | 29. Pay Rate<br>Determinant   |
| 30. Retirement Plan<br><b>KE</b>  | 31. Service Comp. Date (Leave)<br><b>03-26-17</b>                         | 32. Work Schedule<br><b>F</b> | 33. Part Time Hours Per<br>Biweekly Pay Period<br><b>00</b>   |

|   |   |  |   |
|---|---|--|---|
| 34. Position Occupied<br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Senior Executive | 35. ELSA Category<br><b>E</b>             | 36. Appropriation Code<br><b>1718 B 11B ZZZMH9</b> | 37. Bargaining Unit Status<br><b>8888</b> |
| 38. Duty Station Code<br><b>11-0010-001</b>   | 39. Duty Station<br><b>Washington, DC</b> |  |   |

|                                    |  |  |                                  |  |  |                                    |
|------------------------------------|--|--|----------------------------------|--|--|------------------------------------|
| 40. Agency Data                    | 41.                                    | 42.                                      | 43.                              | 44.  |  |                                    |
| 45. Educational Level<br><b>15</b> | 46. Year Degree Attained<br>[Redacted] | 47. Academic Discipline<br><b>230101</b> | 48. Functional Class<br><b>-</b> | 49. Citizenship<br>1 - USA 8 - Other <input checked="" type="checkbox"/> | 50. Veterans Status<br><input checked="" type="checkbox"/> | 51. Supervisory Status<br><b>N</b> |

| 1. Office/Function | Initials/Signature | Date           | Office/Function | Initials/Signature | Date           |
|--------------------|--------------------|----------------|-----------------|--------------------|----------------|
| A.                 | <i>[Signature]</i> |                | D. <b>Phaff</b> | <i>[Signature]</i> | <b>3.23.17</b> |
| B. <b>PSB</b>      | <i>[Signature]</i> | <b>3/16/17</b> | E.              |                    |                |
| C.                 |                    |                | F.              |                    |                |

|  |                                 |                                 |
|--|---------------------------------|---------------------------------|
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. | Signature<br><i>[Signature]</i> | Approval Date<br><b>3.23.17</b> |
|--|---------------------------------|---------------------------------|

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES

☐ NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

#### PART II

M01: Appointment Affidavit executed: \_\_\_\_\_

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under PERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

|   |                      |                                     |                        |  |   |   |   |                                    |                                 |   |                               |   |  |                     |  |
|---|----------------------|-------------------------------------|------------------------|--|---|---|---|------------------------------------|---------------------------------|---|-------------------------------|---|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |                                     |                        |  | 2. Social Security Number<br>[REDACTED]         |   | 3. Date of Birth<br>[REDACTED]  |                                    | 4. Effective Date<br>05/14/2017 |   |                               |   |  |                     |  |
| <b>FIRST ACTION</b>   |                      |                                     |                        |  | <b>SECOND ACTION</b>                            |   |   |                                    |                                 |   |                               |   |  |                     |  |
| 5-A. Code<br>002  |                      | 5-B. Nature of Action<br>CORRECTION |                        |  | 6-A. Code<br>570                                |   | 6-B. Nature of Action<br>CONV TO EXC APPT   |                                    |                                 |   |                               |   |  |                     |  |
| 5-C. Code   |                      | 5-D. Legal Authority                |                        |  | 6-C. Code<br>Y7M                                |   | 6-D. Legal Authority<br>SCH C, 213.33SCH C 3316   |                                    |                                 |   |                               |   |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                |                        |  | 6-E. Code                                       |   | 6-F. Legal Authority  |                                    |                                 |   |                               |   |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |                                     |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |   |   |                                    |                                 |   |                               |   |  |                     |  |
| 8. Pay Plan<br>AD   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00            | 11. Step or Rate<br>00 | 12. Total Salary<br>149337   |   | 13. Pay Basis<br>PA                                   |   | 16. Pay Plan<br>GS                 | 17. Occ. Code<br>0301           | 18. Grade or Level<br>15                          | 19. Step or Rate<br>05        | 20. Total Salary/Award<br>149337            |  | 21. Pay Basis<br>PA |  |
| 12A. Basic Pay<br>117496  |                      | 12B. Locality Adj.<br>31841         |                        | 12C. Adj. Basic Pay<br>149337  |   | 12D. Other Pay<br>0                                   |   | 20A. Basic Pay<br>117496           |                                 | 20B. Locality Adj.<br>31841                       |                               | 20C. Adj. Basic Pay<br>149337               |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>[REDACTED] OFFICE OF POLICY<br><br>WASHINGTON,DC                   |                      |                                     |                        |  |   |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>[REDACTED] OFFICE OF POLICY<br><br>WASHINGTON,DC |                                    |                                 |   |                               |   |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |                                     |                        |  |   |   |   |                                    |                                 |   |                               |   |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |                      |                                     |                        |  |   |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |                                    |                                 | 25. Agency Use                                    |                               | 26. Veterans Preference for RIF<br>YES X NO |  |                     |  |
| 27. FEGLI<br>[REDACTED]   |                      |                                     |                        |  |   |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                                    |                                 |   | 29. Pay Rate Determinant<br>0 |   |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |                                     |                        | 31. Service Comp. Date (Leave)<br>03/26/2017   |   | 32. Work Schedule<br>F FULL-TIME                      |   |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                               |   |  |                     |  |
| <b>POSITION DATA</b>  |                      |                                     |                        |  |   |   |   |                                    |                                 |   |                               |   |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved                                    |                      |                                     |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code                                |   |                                    |                                 | 37. Bargaining Unit Status<br>8888                |                               |   |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |                                     |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |   |                                    |                                 |   |                               |   |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                      |                        | 42. EDUC LVL 15  |   | 43. SUPV STAT 2                                       |   | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |                               |   |  |                     |  |
| 45. Remarks<br>CORRECTS ITEM NUMBER 31 FROM 03-26-17  |                      |                                     |                        |  |   |   |   |                                    |                                 |   |                               |   |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |                                     |                        |  |   |   | 50. Signature/Authentication and Title of Approving Official<br>171535155 / ELECTRONICALLY SIGNED BY:                               |                                    |                                 |   |                               |   |  |                     |  |
| 47. Agency Code<br>EP00   |                      | 48. Personnel Office ID<br>3216     |                        | 49. Approval Date<br>08/21/2017  |   | VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |   |                                    |                                 |   |                               |   |  |                     |  |



FPPS 5/18/17

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |  |                             |  |                                 |   |                               |  |                     |  |   |  |                           |  |                              |                       |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
|--|--|-----------------------------|--|---------------------------------|---|-------------------------------|--|---------------------|--|---|--|---------------------------|--|------------------------------|-----------------------|---------------------------------|--|-------------------------------|--|---|--|----------------------------|--|---------------------|--|--|--|----------------|--|---|--|--|--|--|--|--|--|--|--|--------------------------------------|--|--|--|--|--|--|--|--|--|---------------------------------|--|--|--|--|--|--|--|--|--|------------------------------------|--|--|--|--|--|--|--|--|--|
| 1. Actions Requested<br><b>Conversion To</b>   |  |                             |  |                                 |   |                               |  |                     |  | Schedule C Appointment  |  |                           |  |                              |                       |                                 |  |                               |  | 2. Request Number<br>OP-2017-020  |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 3. For Additional Information Call (Name and Telephone Number)   |  |                             |  |                                 |   |                               |  |                     |  | (HR- )  |  |                           |  |                              |                       |                                 |  |                               |  | Local Tracking No:  |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson Chief of Staff</b>   |  |                             |  |                                 |   |                               |  |                     |  | 4/16/17   |  |                           |  |                              |                       |                                 |  |                               |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt, Administrator</b> |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 1. Name  |  |                             |  |                                 |   |                               |  |                     |  | 2. Social Security Number   |  |                           |  |                              |                       |                                 |  |                               |  | 3. Date of Birth  |  |                            |  |                     |  |  |  |                |  | 4. Effective Date<br><b>05-14-17</b>  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 5-A. Code<br><b>570</b>  |  |                             |  |                                 | 5-B. Nature of Action<br><b>Conv to Exe Appt.</b> |                               |  |                     |  | 6-A. Code   |  |                           |  |                              | 6-B. Nature of Action |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 5-C. Code<br><b>7M</b>   |  |                             |  |                                 | 5-D. Legal Authority<br><b>Schc 3317</b>          |                               |  |                     |  | 6-C. Code   |  |                           |  |                              | 6-D. Legal Authority  |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 5-E. Code  |  |                             |  |                                 | 5-F. Legal Authority                              |                               |  |                     |  | 6-E. Code   |  |                           |  |                              | 6-F. Legal Authority  |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 7. FROM: Position Title and Number<br><b>Same -&gt;</b>  |  |                             |  |                                 |   |                               |  |                     |  | 15. TO: Position Title and Number   |  |                           |  |                              |                       |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 8. Pay Plan<br><b>AD</b>   |  | 9. Occ. Code<br><b>0301</b> |  | 10. Grade or Level<br><b>00</b> |   | 11. Step or Rate<br><b>00</b> |  | 12. Total Salary    |  | 13. Pay Basis<br><b>PA</b>  |  | 16. Pay Plan<br><b>GS</b> |  | 17. Occ. Code<br><b>0301</b> |                       | 18. Grade or Level<br><b>15</b> |  | 19. Step or Rate<br><b>05</b> |  | 20. Total Salary/Award<br><b>\$149,337.00</b>   |  | 21. Pay Basis<br><b>PA</b> |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 12A. Basic Pay   |  |                             |  | 12B. Locality Adj.              |   |                               |  | 12C. Adj. Basic Pay |  |   |  | 12D. Other Pay            |  |                              |                       | 20A. Basic Pay                  |  |                               |  | 20B. Locality Adj.  |  |                            |  | 20C. Adj. Basic Pay |  |  |  | 20D. Other Pay |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 14. Name and Location of Position's Organization<br><b>Same -&gt;</b>  |  |                             |  |                                 |   |                               |  |                     |  | 22. Name and Location of Position's Organization<br><b>AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy</b> |  |                           |  |                              |                       |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Noncompetitive 6 - 10-Point/Noncompetitive/PA               |  |                             |  |                                 |   |                               |  |                     |  | 24. Tenure<br>0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |  |                           |  |                              |                       |                                 |  |                               |  | 25. Agency Use  |  |                            |  |                     |  |  |  |                |  | 26. Veterans Preference<br>YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> RIF |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 27. FEGLI  |  |                             |  |                                 |   |                               |  |                     |  | 28. Annuitant Indicator<br><b>9</b>   |  |                           |  |                              |                       |                                 |  |                               |  | 29. Pay Rate<br>Determinant<br><b>0</b>   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 30. Retirement Plan<br><b>KA</b>   |  |                             |  |                                 |   |                               |  |                     |  | 31. Service Comp. Date (Leave)  |  |                           |  |                              |                       |                                 |  |                               |  | 32. Work Schedule<br><b>F</b>   |  |                            |  |                     |  |  |  |                |  | 33. Part Time Hours Per Biweekly Pay Period<br><b>00</b>  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 34. Position Occupied<br>1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Development  |  |                             |  |                                 |   |                               |  |                     |  | 35. FLSA Category<br><b>E</b>   |  |                           |  |                              |                       |                                 |  |                               |  | 36. Appropriation Code<br><b>1718 B 11B ZZZMH9</b>  |  |                            |  |                     |  |  |  |                |  | 37. Bargaining Unit Status<br><b>6688</b>   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 38. Duty Station Code  |  |                             |  |                                 |   |                               |  |                     |  | 39. Duty Station<br><b>Washington, DC</b>   |  |                           |  |                              |                       |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 40. Agency Data  |  |                             |  |                                 |   |                               |  |                     |  | 41.   |  |                           |  |                              |                       |                                 |  |                               |  | 42.   |  |                            |  |                     |  |  |  |                |  | 43.   |  |  |  |  |  |  |  |  |  | 44.                                  |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 45. Educational Level  |  |                             |  |                                 |   |                               |  |                     |  | 46. Year Degree Attained  |  |                           |  |                              |                       |                                 |  |                               |  | 47. Academic Discipline   |  |                            |  |                     |  |  |  |                |  | 48. Functional Class  |  |  |  |  |  |  |  |  |  | 49. Citizenship<br>1 - USA 8 - Other |  |  |  |  |  |  |  |  |  | 50. Veterans Status<br><b>A</b> |  |  |  |  |  |  |  |  |  | 51. Supervisory Status<br><b>S</b> |  |  |  |  |  |  |  |  |  |
| 1. Office/Function   |  |                             |  |                                 |   |                               |  |                     |  | Initials/Signature  |  |                           |  |                              |                       |                                 |  |                               |  | Date  |  |                            |  |                     |  |  |  |                |  | Office/Function   |  |  |  |  |  |  |  |  |  | Initials/Signature                   |  |  |  |  |  |  |  |  |  | Date                            |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| A.   |  |                             |  |                                 |   |                               |  |                     |  |   |  |                           |  |                              |                       |                                 |  |                               |  | 4/12/17   |  |                            |  |                     |  |  |  |                |  | D. Staff  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  | 5/18/17                         |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| B. PSB   |  |                             |  |                                 |   |                               |  |                     |  |   |  |                           |  |                              |                       |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  | E.  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| C.   |  |                             |  |                                 |   |                               |  |                     |  |   |  |                           |  |                              |                       |                                 |  |                               |  |   |  |                            |  |                     |  |  |  |                |  | F.  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  |                             |  |                                 |   |                               |  |                     |  | Signature<br>   |  |                           |  |                              |                       |                                 |  |                               |  | Approval Date<br><b>5/18/17</b>   |  |                            |  |                     |  |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |                                 |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

## NOTIFICATION OF PERSONNEL ACTION

|   |  |                                     |                          |  |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
|---|--|-------------------------------------|--------------------------|--|---|---|---|------------------------------------|---------------------------------|---|-----------------------|-------------------------------|------------------------|----------------------------------|--|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |  |                                     |                          |  | 2. Social Security Number<br>[REDACTED]   |   | 3. Date of Birth<br>[REDACTED]                      |                                    | 4. Effective Date<br>07/16/2017 |   |                       |                               |                        |                                  |  |                     |
| <b>FIRST ACTION</b>   |  |                                     |                          |  | <b>SECOND ACTION</b>  |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-A. Code<br>002  |  | 5-B. Nature of Action<br>CORRECTION |                          |  | 6-A. Code<br>546  |   | 6-B. Nature of Action<br>CONV TO SES NONCAREER APPT |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-C. Code   |  | 5-D. Legal Authority                |                          |  | 6-C. Code<br>V4L  |   | 6-D. Legal Authority<br>5 U.S.C. 3394(A) NONCAREER  |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-E. Code   |  | 5-F. Legal Authority                |                          |  | 6-E. Code<br>AWM  |   | 6-F. Legal Authority<br>07-13-17                    |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 7. FROM: Position Title and Number<br>[REDACTED]  |  |                                     |                          |  | 15. TO: Position Title and Number<br>[REDACTED]   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 8. Pay Plan<br>GS   |  | 9. Occ. Code<br>0301                | 10. Grade or Level<br>15 | 11. Step or Rate<br>05   | 12. Total Salary<br>149337  |   | 13. Pay Basis<br>PA                                 |                                    | 16. Pay Plan<br>ES              |   | 17. Occ. Code<br>0340 | 18. Grade or Level<br>00      | 19. Step or Rate<br>00 | 20. Total Salary/Award<br>151700 |  | 21. Pay Basis<br>PA |
| 12A. Basic Pay<br>117496  |  | 12B. Locality Adj.<br>31841         |                          | 12C. Adj. Basic Pay<br>149337  |   | 12D. Other Pay<br>0                                   |   | 20A. Basic Pay<br>151700           |                                 | 20B. Locality Adj.<br>0                           |                       | 20C. Adj. Basic Pay<br>151700 |                        | 20D. Other Pay<br>0              |  |                     |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>[REDACTED] OFFICE OF POLICY<br><br>WASHINGTON,DC                   |  |                                     |                          |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>[REDACTED] OFFICE OF POLICY<br><br>WASHINGTON,DC |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| <b>EMPLOYEE DATA</b>  |  |                                     |                          |  |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |  |                                     |                          |  | 24. Tenure<br>0 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |   |   | 25. Agency Use                     |                                 | 26. Veterans Preference for RIF<br>YES X NO       |                       |                               |                        |                                  |  |                     |
| 27. FEGLI<br>[REDACTED]   |  |                                     |                          |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |   |   |                                    |                                 | 29. Pay Rate Determinant<br>0                     |                       |                               |                        |                                  |  |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |  |                                     |                          | 31. Service Comp. Date (Leave)<br>03/26/2017   |   | 32. Work Schedule<br>F FULL-TIME                      |   |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                       |                               |                        |                                  |  |                     |
| <b>POSITION DATA</b>  |  |                                     |                          |  |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 34. Position Occupied<br>3 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved                                    |  |                                     |                          | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code                                |   |                                    |                                 | 37. Bargaining Unit Status<br>8888                |                       |                               |                        |                                  |  |                     |
| 38. Duty Station Code<br>11-0010-001  |  |                                     |                          | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 40. Agency Data<br>FUNC CLS 00  |  | 41. VET STAT X                      |                          | 42. EDUC LVL 15  |   | 43. SUPV STAT 2                                       |   | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |                       |                               |                        |                                  |  |                     |
| 45. Remarks<br>CORRECTS ITEM NUMBER 31 FROM 03-26-17  |  |                                     |                          |  |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |  |                                     |                          |  | 50. Signature/Authentication and Title of Approving Official<br>171581755 / ELECTRONICALLY SIGNED BY:                               |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 47. Agency Code<br>EP00   |  | 48. Personnel Office ID<br>3216     |                          | 49. Approval Date<br>08/21/2017  |   | VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |

SRO Approval \_\_\_\_\_  
John E Reeder

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

|  |  |
|--|--|
| 1. Actions Requested<br><b>Conversion to</b>   | 2. Request Number<br><b>OP-2017-025</b>  |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>(HR)</b>                                    | 4. Proposed Effective Date<br><b>07-16-17</b>  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson Chief of Staff</b> | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt / Administrator</b> |

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-year order.)

|                              |  |                                       |  |
|------------------------------|--|---------------------------------------|--|
| 1. Name<br><b>[Redacted]</b> | 2. Social Security Number<br><b>[Redacted]</b>                 | 3. Date of Birth<br><b>[Redacted]</b> | 4. Effective Date<br><b>07-16-17</b>       |
| <b>FIRST ACTION</b>          |  | <b>SECOND ACTION</b>                  |  |
| 5-A. Code<br><b>546</b>      | 5-B. Nature of Action<br><b>Conv to SES Non-Career Appt</b>    | 6-A. Code<br><b>[Redacted]</b>        | 6-B. Nature of Action<br><b>[Redacted]</b> |
| 5-C. Code<br><b>V4L</b>      | 5-D. Legal Authority<br><b>5 U.S.C. 3394(a) Non-Career and</b> | 6-C. Code<br><b>[Redacted]</b>        | 6-D. Legal Authority<br><b>[Redacted]</b>  |
| 5-E. Code<br><b>AWM</b>      | 5-F. Legal Authority<br><b>OPM Form 1652 dated 07-13-17</b>    | 6-E. Code<br><b>[Redacted]</b>        | 6-F. Legal Authority<br><b>[Redacted]</b>  |

|  |  |                                 |                               |   |                            |  |                              |                                 |                               |  |                            |
|--|--|---------------------------------|-------------------------------|---|----------------------------|--|------------------------------|---------------------------------|-------------------------------|--|----------------------------|
| 7. FROM: Position Title and Number<br><b>[Redacted]</b>  | 15. TO: Position Title and Number<br><b>[Redacted]</b> |                                 |                               |   |                            |  |                              |                                 |                               |  |                            |
| 8. Pay Plan<br><b>GS</b>   | 9. Occ. Code<br><b>301</b>                             | 10. Grade or Level<br><b>15</b> | 11. Step or Rate<br><b>05</b> | 12. Total Salary<br><b>\$149,337.00</b> | 13. Pay Basis<br><b>PA</b> | 16. Pay Plan<br><b>ES</b>  | 17. Occ. Code<br><b>0340</b> | 18. Grade or Level<br><b>00</b> | 19. Step or Rate<br><b>00</b> | 20. Total Salary/Award<br><b>\$151,700</b> | 21. Pay Basis<br><b>PA</b> |
| 12A. Basic Pay   | 12B. Locality Adj.                                     | 12C. Adj. Basic Pay             | 12D. Other Pay                | 20A. Basic Pay                          | 20B. Locality Adj.         | 20C. Adj. Basic Pay  | 20D. Other Pay               |                                 |                               |  |                            |
| 14. Name and Location of Position's Organization<br><b>AA00000 - US, EPA, Office of the Administrator<br/>Office of Policy</b> |  |                                 |                               |   |                            | 22. Name and Location of Position's Organization<br><b>AA00000 - US, EPA, Office of the Administrator<br/>Office of Policy</b> |                              |                                 |                               |  |                            |

|   |  |  |  |   |  |  |  |                          |  |                                |  |
|---|--|--|--|---|--|--|--|--------------------------|--|--------------------------------|--|
| <b>EMPLOYEE DATA</b>  |  |  |  | <b>24. Tenure</b>                                       |  |  |  | <b>25. Agency Use</b>    |  | <b>26. Veterans Preference</b> |  |
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Noncompetitive 6 - 10-Point/Noncompetitive/Other |  |  |  | 0 - None 2 - Conditional<br>1 - Dominant 3 - Indefinite |  |  |  |                          |  | YES NO for RIF                 |  |
| 27. FEGLI   |  |  |  | 28. Annuitant Indicator                                 |  |  |  | 29. Pay Rate Determinant |  |                                |  |
| 30. Retirement Plan   |  |  |  | 31. Service Comp. Date (Leave)                          |  |  |  | 32. Work Schedule        |  |                                |  |
| 33. Part Time Hours Per Biweekly Pay Period   |  |  |  |   |  |  |  |                          |  |                                |  |

|   |  |  |  |   |  |  |  |                               |  |  |  |                                    |  |  |  |
|---|--|--|--|---|--|--|--|-------------------------------|--|--|--|------------------------------------|--|--|--|
| <b>POSITION DATA</b>  |  |  |  | <b>35. FLSA Category</b>                  |  |  |  | <b>36. Appropriation Code</b> |  |  |  | <b>37. Bargaining Unit Status</b>  |  |  |  |
| 34. Position Occupied<br><b>3</b> 1 - Competitive Service 3 - SES General<br>2 - Exempt Service 4 - SES Career Generalist |  |  |  | <b>E</b>                                  |  |  |  | <b>2017/2018 B 11B ZZZMH9</b> |  |  |  | <b>8888</b>                        |  |  |  |
| 38. Duty Station Code<br><b>1-KOP10-DOI</b>   |  |  |  | 39. Duty Station<br><b>Washington, DC</b> |  |  |  |                               |  |  |  |                                    |  |  |  |
| 40. Agency Data   |  |  |  | 41.                                       |  |  |  | 42.                           |  |  |  | 43.                                |  |  |  |
| 44.   |  |  |  | 45. Educational Level                     |  |  |  | 46. Year Degree Attained      |  |  |  | 47. Academic Discipline            |  |  |  |
| 48. Functional Class  |  |  |  | 49. Citizenship<br>1 - USA 8 - Other      |  |  |  | 50. Veterans Status           |  |  |  | 51. Supervisory Status<br><b>S</b> |  |  |  |

### PART C - Reviews and Approvals (Not to be used by requesting office.)

| 1. Office/Function   | Initials/Signature | Date | Office/Function                 | Initials/Signature | Date                      |
|--|--------------------|------|---------------------------------|--------------------|---------------------------|
| A.   |                    |      | D. Staff                        | <i>Ann Hackley</i> | 07-19-17                  |
| B.   |                    |      | E.                              |                    |                           |
| C.   |                    |      | F.                              |                    |                           |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |                    |      | Signature<br><i>Ann Hackley</i> |                    | Approval Date<br>07-19-17 |

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-8239

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES☐ NO

..... OGE 450 Not Required

..... OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

**PART F - Remarks for SF 50**

M39: Creditable Military Service: None  
M40: Previous Retirement Coverage: Previously Covered  
M45: Employee is automatically covered under FERS.  
M38: Frozen Service: 00-00  
T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.  
ZZZ: This position is designated for Drug Testing.

# Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 07/06/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: EP170079 Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No Duration: ES Pay Level: \$151,700 Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED] Title: [REDACTED]

Organization Name: [REDACTED]

Recruited From: SAME BUREAU, SAME AGENCY GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title: [REDACTED]

## SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or: E. Scott Pruitt, Administrator

Signature: [Signature]

Date Signed: 7/5/17

Agency White House Liaison

Name: Charles Munoz

Phone: 564-3057

Signature: [Signature]

Date Signed: 7/10/17

## OPM USE ONLY

Check the appropriate Box(es)

- ☐ Your request for a new noncareer appointment authority, reassignment or pay level change is:
- ☐ Your request for a limited term emergency appointment authority for the duration of \_\_\_\_\_ is:
- ☐ Your request for temporary space allocation:
- ☒ Approved ☐ Approved with Modification \*
- ☐ Disapproved ☐ Return without Action
- \* Modification: [REDACTED]

Number of non-career allocations: \_\_\_\_\_ Percent of SES space allocation: \_\_\_\_\_

OPM Approving Official: [Signature]

Date Signed: 7/13/17

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

|  |            |  |  |  |        |
|--|------------|--|--|--|--------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |            | 1. DUTY LOCATION<br>Washington, DC   |  | 2. POSITION NUMBER<br>[REDACTED]   |        |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position  |            |  |  |  |        |
|  | b. Title   | c. Pay Plan  | d. Series  | e. Grade   | f. CLC |
| Official Allocation  | [REDACTED] | ES   | 0340   | 00   |        |
| 4. Supervisor's Recommendation   | [REDACTED] | ES   | 0340   |  |        |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)   |            | 6. NAME OF EMPLOYEE  |  |  |        |
|  |            | [REDACTED]   |  |  |        |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |            | c.   |  |  |        |
| b. OFFICE OF THE ADMINISTRATOR   |            | f.   |  |  |        |
| c. Office of Policy  |            | h. Employing Office Location<br>Washington, DC   |  |  |        |
| d.   |            | i. Organization Code<br>AA000000   |  |  |        |
| 8. SUPERVISORY STATUS  |            |  |  |  |        |
| <input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |            |  |  |  |        |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |            |  |  |  |        |
| a. Typed Name and Title of Immediate Supervisor  |            |  | d. Typed Name and Title of Second-Level Supervisor |  |        |
| Ryan T. Jackson, Chief of Staff  |            |  | E. Scott Pruitt, Administrator, EPA                |  |        |
| b. Signature   |            | c. Date  |  | e. Signature   |        |
| [Signature]  |            | 7/1/17   |  | [Signature]  |        |
|  |            |  |  | f. Date  |        |
|  |            |  |  | 7/2/17   |        |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |            |  |  |  |        |
| a. Promotion Potential   |            |  |  |  |        |
| <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:  |            |  |  |  |        |
| b. PSB Risk Designation  |            | c. Financial Disclosure Form   |  | d. "Identical, Additional" (IA)  |        |
| <input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input checked="" type="checkbox"/> 3 High<br>Security Clearance Required: Yes  |            | <input type="checkbox"/> OGE-450 Required<br><input checked="" type="checkbox"/> OGE-278 Required<br>No financial disclosure forms required  |  | <input type="checkbox"/> Allocation This position<br><input type="checkbox"/> may be IA'ed<br><input checked="" type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent   |        |
|  |            |  |  | e. FLSA Determination  |        |
|  |            |  |  | <input type="checkbox"/> NONEXEMPT <input type="checkbox"/><br><input checked="" type="checkbox"/> EXEMPT<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive |        |
| f. Functional Classification Code  |            |  |  |  |        |
| g. Bargaining Unit Code  |            | h. Check, if applicable:   |  | i. Classifier's Signature  |        |
| 86886  |            | <input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties ( % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) |  | [Signature]  |        |
|  |            |  |  | j. Date  |        |
|  |            |  |  | 07/06/17   |        |
| 11. REMARKS  |            |  |  |  |        |
| Secure Clearance   |            |  |  |  |        |

SRO Approval \_\_\_\_\_  
John E Reeder

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 35 and 39.)

|   |  |   |  |
|---|--|---|--|
| 1. Actions Requested<br>Non Career - SES  |  | 2. Request Number<br>OP-2018-000  |  |
| 3. For Additional Information Call (Name and Telephone Number)<br>(HR- )                                  |  | 4. Proposed Effective Date  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson Chief of Staff |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt / Administrator |  |

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

|         |                           |                  |                   |
|---------|---------------------------|------------------|-------------------|
| 1. Name | 2. Social Security Number | 3. Date of Birth | 4. Effective Date |
|---------|---------------------------|------------------|-------------------|

#### FIRST ACTION

|           |                       |           |                      |           |                      |
|-----------|-----------------------|-----------|----------------------|-----------|----------------------|
| 5-A. Code | 5-B. Nature of Action | 5-C. Code | 5-D. Legal Authority | 5-E. Code | 5-F. Legal Authority |
|-----------|-----------------------|-----------|----------------------|-----------|----------------------|

#### SECOND ACTION

|           |                       |           |                      |           |                      |
|-----------|-----------------------|-----------|----------------------|-----------|----------------------|
| 6-A. Code | 6-B. Nature of Action | 6-C. Code | 6-D. Legal Authority | 6-E. Code | 6-F. Legal Authority |
|-----------|-----------------------|-----------|----------------------|-----------|----------------------|

|                                    |  |  |  |  |  |                                   |  |  |  |  |  |                     |  |  |  |  |  |                       |  |  |  |  |  |  |  |  |  |  |  |                     |  |  |  |  |  |                     |  |  |  |  |  |                |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|-----------------------------------|--|--|--|--|--|---------------------|--|--|--|--|--|-----------------------|--|--|--|--|--|--|--|--|--|--|--|---------------------|--|--|--|--|--|---------------------|--|--|--|--|--|----------------|--|--|--|--|--|
| 7. FROM: Position Title and Number |  |  |  |  |  | 15. TO: Position Title and Number |  |  |  |  |  |                     |  |  |  |  |  |                       |  |  |  |  |  |  |  |  |  |  |  |                     |  |  |  |  |  |                     |  |  |  |  |  |                |  |  |  |  |  |
| 8. Pay Plan<br>ES                  |  |  |  |  |  | 13. Pay Basis<br>PA               |  |  |  |  |  | 16. Pay Plan<br>ES  |  |  |  |  |  | 17. Occ. Code<br>0343 |  |  |  |  |  | 20. Total Salary/Award<br>\$161,900.00 |  |  |  |  |  | 21. Pay Basis<br>PA |  |  |  |  |  |                     |  |  |  |  |  |                |  |  |  |  |  |
| 12A. Basic Pay                     |  |  |  |  |  | 12B. Locality Adj.                |  |  |  |  |  | 12C. Adj. Basic Pay |  |  |  |  |  | 12D. Other Pay        |  |  |  |  |  | 20A. Basic Pay                         |  |  |  |  |  | 20B. Locality Adj.  |  |  |  |  |  | 20C. Adj. Basic Pay |  |  |  |  |  | 20D. Other Pay |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 14. Name and Location of Position's Organization<br>AA00000 - US, EPA, Office of the Administrator<br>Office of Policy |  |  |  |  |  |  |  |  |  |  |  | 22. Name and Location of Position's Organization<br>AA00000 - US, EPA, Office of the Administrator<br>Office of Policy |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

#### EMPLOYEE DATA

|   |  |  |  |  |  |  |  |                             |  |  |  |   |  |  |  |
|---|--|--|--|--|--|--|--|-----------------------------|--|--|--|---|--|--|--|
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Nonresidence 6 - 10-Point/Nonresidence/20% |  |  |  | 24. Tenure<br>0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite |  |  |  | 25. Agency Use              |  |  |  | 26. Veterans Preference for RIF<br>YES NO   |  |  |  |
| 27. FEGLI   |  |  |  | 28. Annuitant Indicator  |  |  |  | 29. Pay Rate<br>Determinant |  |  |  | 33. Part Time Hours Per Biweekly Pay Period |  |  |  |
| 30. Retirement Plan   |  |  |  | 31. Service Comp. Date (Leave)   |  |  |  | 32. Work Schedule           |  |  |  |   |  |  |  |

#### POSITION DATA

|  |  |  |  |                                    |  |  |  |  |  |  |  |                            |  |  |  |
|--|--|--|--|------------------------------------|--|--|--|--|--|--|--|----------------------------|--|--|--|
| 34. Position Occupied<br>1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Specialist |  |  |  | 35. FLSA Category                  |  |  |  | 36. Appropriation Code<br>2018/2019 B 11B 000MH9 |  |  |  | 37. Bargaining Unit Status |  |  |  |
| 38. Duty Station Code  |  |  |  | 39. Duty Station<br>Washington, DC |  |  |  |  |  |  |  |                            |  |  |  |

|                       |  |  |  |                          |  |  |  |                         |  |  |  |                      |  |  |  |                                      |  |  |  |                     |  |  |  |                        |  |  |  |
|-----------------------|--|--|--|--------------------------|--|--|--|-------------------------|--|--|--|----------------------|--|--|--|--------------------------------------|--|--|--|---------------------|--|--|--|------------------------|--|--|--|
| 40. Agency Data       |  |  |  | 41.                      |  |  |  | 42.                     |  |  |  | 43.                  |  |  |  | 44.                                  |  |  |  |                     |  |  |  |                        |  |  |  |
| 45. Educational Level |  |  |  | 46. Year Degree Attained |  |  |  | 47. Academic Discipline |  |  |  | 48. Functional Class |  |  |  | 49. Citizenship<br>1 - USA 8 - Other |  |  |  | 50. Veterans Status |  |  |  | 51. Supervisory Status |  |  |  |

### PART C - Reviews and Approvals (Not to be used by requesting office.)

| 1. Office/Function   | Initials/Signature | Date | Office/Function | Initials/Signature | Date          |
|--|--------------------|------|-----------------|--------------------|---------------|
| A.   |                    |      | D.              |                    |               |
| B.   |                    |      | E.              |                    |               |
| C.   |                    |      | F.              |                    |               |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |                    |      | Signature       |                    | Approval Date |

CONTINUED ON NEXT PAGE



**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize GPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

**PART F - Remarks for SF 50**

# Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 12/19/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: [REDACTED]

Request Type: REASSIGNMENT

Appointment Authority: NONCAREER

Extension: No

Duration:

ES Pay Level: \$161,900

Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED]

Title: [REDACTED]

Organization Name: [REDACTED]

Recruited From: SAME BUREAU, SAME AGENCY

GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

## SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or E. Scott Pruitt, Administrator

Signature: [Signature] Date Signed: 12/20/17

## Agency White House Liaison

Name: Charles Munoz

Phone: 564-3097

Signature: [Signature] Date Signed: 12/20/17

## OPM USE ONLY

Check the appropriate Box(es)

☐ Your request for a new noncareer appointment authority, reassignment or pay level change is:

☐ Approved

☐ Approved with Modification \*

☐ Your request for a limited term emergency appointment authority for the duration of \_\_\_\_\_ is:

☐ Disapproved

☐ Return without Action

☐ Your request for temporary space allocation

\* Modification

Number of non-career allocations: \_\_\_\_\_ Percent of SES space allocation: \_\_\_\_\_ %

OPM Approving Official: \_\_\_\_\_ Date Signed: \_\_\_\_\_

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

ED\_002324A\_00006443-00080

|   |  |  |   |   |                  |
|---|--|--|---|---|------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |  | <b>1. DUTY LOCATION</b><br><br>Washington, DC  |   | <b>2. POSITION NUMBER</b>   |                  |
| 3. <b>CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position<br>[REDACTED]  |  |  |   |   |                  |
|   |  | <b>b. Title</b>  |   | <b>c. Pay Plan</b>  | <b>d. Series</b> |
| <b>Official Allocation</b>  |  |  |   |   |                  |
| <b>4. Supervisor's Recommendation</b>   |  | [REDACTED]   |   | ES  | 0343             |
|   |  |  |   |   |                  |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>   |  |  | <b>6. NAME OF EMPLOYEE</b><br>[REDACTED]  |   |                  |
|   |  |  |   |   |                  |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |  |  | e.  |   |                  |
| b. Office of the Administrator  |  |  | f.  |   |                  |
| c. Office of Policy   |  |  | h. Employing Office Location - Washington, DC   |   |                  |
| d.  |  |  | i. Organization Code - AA0000000  |   |                  |
| <b>8. SUPERVISORY STATUS</b>  |  |  |   |   |                  |
| <input checked="" type="radio"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input checked="" type="radio"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input checked="" type="radio"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input checked="" type="radio"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input checked="" type="radio"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="radio"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |  |   |   |                  |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |  |   |   |                  |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br><br>Ryan T. Jackson, Chief of Staff   |  |  | <b>d. Typed Name and Title of Second-Level Supervisor</b><br><br>E. Scott Pruitt, Administrator |   |                  |
| <b>b. Signature</b><br>[Signature]  |  | <b>c. Date</b><br>12/18/17   |   | <b>e. Signature</b><br>[Signature]  |                  |
|   |  |  |   | <b>f. Date</b><br>12/18/17  |                  |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |  |  |   |   |                  |
| <b>a. Promotion Potential</b><br><input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:  |  |  |   |   |                  |
| <b>b. PSB Risk Designation</b><br><input checked="" type="radio"/> 1: Low<br><input type="radio"/> 2: Moderate<br><input type="radio"/> 3: High<br>Security Clearance Required: Yes TS/SCI  |  | <b>c. Financial Disclosure Form</b><br><input type="radio"/> OGE-450 Required<br><input type="radio"/> OGE-278 Required<br><input checked="" type="radio"/> No financial disclosure forms required   |   | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input type="radio"/> may be IA'ed<br><input type="radio"/> may not be IA'ed<br><input checked="" type="radio"/> is limited to current incumbent                                   |                  |
|   |  |  |   | <b>e. FLSA Determination</b><br><input checked="" type="radio"/> NONEXEMPT <input type="radio"/> EXEMPT*<br>(*check exemption category)<br><input type="radio"/> Administrative<br><input type="radio"/> Professional <input type="radio"/> Executive |                  |
| <b>g. Bargaining Unit Code</b><br><br>88888   |  | <b>h. Check, if applicable:</b><br><input type="radio"/> Medical Monitoring Required<br><input type="radio"/> Extramural Resources Management Duties ( 0 % of time)<br><input type="radio"/> This position is subject to random drug testing ( ) |   | <b>i. Classifier's Signature</b>  |                  |
|   |  |  |   | <b>j. Date</b>  |                  |
| <b>11. REMARKS</b>  |  |  |   |   |                  |

## Appendix G: Employee G

## NOTIFICATION OF PERSONNEL ACTION

|  |                      |   |                        |  |   |   |                                |  |                                 |   |   |                               |  |                     |  |
|--|----------------------|---|------------------------|--|---|---|--------------------------------|--|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |                      |   |                        |  | 2. Social Security Number<br>[REDACTED]         |   | 3. Date of Birth<br>[REDACTED] |  | 4. Effective Date<br>09/03/2017 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>  |                      |   |                        |  | <b>SECOND ACTION</b>                            |   |                                |  |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>570   |                      | 5-B. Nature of Action<br>CONV TO EXC APPT |                        |  | 6-A. Code                                       |   | 6-B. Nature of Action          |  |                                 |   |   |                               |  |                     |  |
| 5-C. Code<br>ZLM   |                      | 5-D. Legal Authority<br>P.L 95-190        |                        |  | 6-C. Code                                       |   | 6-D. Legal Authority           |  |                                 |   |   |                               |  |                     |  |
| 5-E. Code  |                      | 5-F. Legal Authority                      |                        |  | 6-E. Code                                       |   | 6-F. Legal Authority           |  |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]   |                      |   |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |   |                                |  |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>AD  | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00                  | 11. Step or Rate<br>00 | 12. Total Salary<br>79720  | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>AD  | 17. Occ. Code<br>0301          | 18. Grade or Level<br>00               | 19. Step or Rate<br>00          | 20. Total Salary/Award<br>100981                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>62722  |                      | 12B. Locality Adj.<br>16998               |                        | 12C. Adj. Basic Pay<br>79720   |   | 12D. Other Pay<br>0   |                                | 20A. Basic Pay<br>100981               |                                 | 20B. Locality Adj.<br>0                           |   | 20C. Adj. Basic Pay<br>100981 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC   |                      |   |                        |  |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC  |                                |  |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>   |                      |   |                        |  |   |   |                                |  |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |                      |   |                        |  |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite                              |                                |  | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. FEGLI<br>[REDACTED]  |                      |   |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                                |  |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KR FERS-RAE & FICA  |                      |   |                        | 31. Service Comp. Date (Leave)<br>03/13/2017   |   | 32. Work Schedule<br>F FULL-TIME  |                                |  |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>   |                      |   |                        |  |   |   |                                |  |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |                      |   |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code  |                                |  |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001   |                      |   |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |                                |  |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00   |                      | 41. VET STAT X                            |                        | 42. EDUC LVL 13  |   | 43. SUPV STAT 8   |                                | 44. POSITION SENSITIVITY MODERATE RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>FROZEN SERVICE NONE |                      |   |                        |  |   |   |                                |  |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |                      |   |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>171662485 / ELECTRONICALLY SIGNED BY: |                                |  |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00  |                      | 48. Personnel Office ID<br>3216           |                        | 49. Approval Date<br>09/06/2017  |   | VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR   |                                |  |                                 |   |   |                               |  |                     |  |

## NOTIFICATION OF PERSONNEL ACTION

|   |  |                                     |                    |  |   |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
|---|--|-------------------------------------|--------------------|--|---|----------------------------------|-------------------------------------|--|---------------------------------|---|------------------------|---------------------------------|---------------------|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |  |                                     |                    |  | 2. Social Security Number<br>[REDACTED]   |                                  | 3. Date of Birth<br>[REDACTED]      |  | 4. Effective Date<br>03/13/2017 |   |                        |                                 |                     |                     |  |
| <b>FIRST ACTION</b>   |  |                                     |                    |  | <b>SECOND ACTION</b>  |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 5-A. Code<br>002  |  | 5-B. Nature of Action<br>CORRECTION |                    |  | 6-A. Code<br>170  |                                  | 6-B. Nature of Action<br>EXC APPT   |  |                                 |   |                        |                                 |                     |                     |  |
| 5-C. Code   |  | 5-D. Legal Authority                |                    |  | 6-C. Code<br>ZLM  |                                  | 6-D. Legal Authority<br>P.L. 95-190 |  |                                 |   |                        |                                 |                     |                     |  |
| 5-E. Code   |  | 5-F. Legal Authority                |                    |  | 6-E. Code   |                                  | 6-F. Legal Authority                |  |                                 |   |                        |                                 |                     |                     |  |
| 7. FROM: Position Title and Number  |  |                                     |                    |  | 15. TO: Position Title and Number<br>[REDACTED]   |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 8. Pay Plan   |  | 9. Occ. Code                        | 10. Grade or Level | 11. Step or Rate   | 12. Total Salary  |                                  | 13. Pay Basis                       | 16. Pay Plan<br>AD                     | 17. Occ. Code<br>0301           | 18. Grade or Level<br>00                          | 19. Step or Rate<br>00 | 20. Total Salary/Award<br>79720 | 21. Pay Basis<br>PA |                     |  |
| 12A. Basic Pay  |  | 12B. Locality Adj.                  |                    | 12C. Adj. Basic Pay  |   | 12D. Other Pay                   |                                     | 20A. Basic Pay<br>62722                |                                 | 20B. Locality Adj.<br>16998                       |                        | 20C. Adj. Basic Pay<br>79720    |                     | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization  |  |                                     |                    |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC                                  |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| <b>EMPLOYEE DATA</b>  |  |                                     |                    |  |   |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |  |                                     |                    |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |                                  |                                     | 25. Agency Use                         |                                 | 26. Veterans Preference for RIF<br>YES X NO       |                        |                                 |                     |                     |  |
| 27. FEGLI<br>[REDACTED]   |  |                                     |                    |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                                  |                                     |  | 29. Pay Rate Determinant<br>0   |   |                        |                                 |                     |                     |  |
| 30. Retirement Plan<br>KR FERS-RAE & FICA   |  |                                     |                    | 31. Service Comp. Date (Leave)<br>03/13/2017   |   | 32. Work Schedule<br>F FULL-TIME |                                     |  |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                        |                                 |                     |                     |  |
| <b>POSITION DATA</b>  |  |                                     |                    |  |   |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved                                    |  |                                     |                    | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code           |                                     |  |                                 | 37. Bargaining Unit Status<br>8888                |                        |                                 |                     |                     |  |
| 38. Duty Station Code<br>11-0010-001  |  |                                     |                    | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |  | 41. VET STAT X                      |                    | 42. EDUC LVL 13  |   | 43. SUPV STAT 8                  |                                     | 44. POSITION SENSITIVITY MODERATE RISK |                                 |   |                        |                                 |                     |                     |  |
| 45. Remarks<br>CORRECTS ITEM NUMBER 15 FROM [REDACTED]  |  |                                     |                    |  |   |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |  |                                     |                    |  | 50. Signature/Authentication and Title of Approving Official<br>171236184 / ELECTRONICALLY SIGNED BY:<br>BENJAMIN H. PEABODY<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 47. Agency Code<br>EP00   |  | 48. Personnel Office ID<br>3216     |                    | 49. Approval Date<br>07/12/2017  |   |                                  |                                     |  |                                 |   |                        |                                 |                     |                     |  |

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

**PART A: Requesting Office** (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

|   |   |
|---|---|
| 1. Actions Requested<br>Conversion of AD Appt.  | 2. Request Number<br>IO-2017-119  |
| 3. For Additional Information Call (Name and Telephone Number)<br>(HR- )                                  | Local Tracking No:<br>Proposed Effective Date   |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson Chief of Staff | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt / Administrator |
| 7. Name   | 2. Social Security Number   |
|   | 3. Date of Birth  |
|   | 4. Effective Date<br>09-03-17   |

|                      |   |                       |                       |
|----------------------|---|-----------------------|-----------------------|
| <b>FIRST ACTION:</b> |   | <b>SECOND ACTION:</b> |                       |
| 5-A. Code<br>570     | 5-B. Nature of Action<br>conv to Exc Appt | 6-A. Code             | 6-B. Nature of Action |
| 5-C. Code<br>20m     | 5-D. Legal Authority<br>P.L. 95-190       | 6-C. Code             | 6-D. Legal Authority  |
| 5-E. Code            | 5-F. Legal Authority                      | 6-E. Code             | 6-F. Legal Authority  |

|   |  |                          |  |  |  |  |  |  |  |  |  |
|---|--|--------------------------|--|--|--|--|--|--|--|--|--|
| 7. FROM: Position Title and Number  |  |                          |  |  |  | 15. TO: Position Title and Number  |  |  |  |  |  |
| 8. Pay Plan<br>AD   |  |                          |  |  |  | 16. Pay Plan<br>AD   |  |  |  |  |  |
| 9. Occ. Code<br>0301  |  | 10. Grade or Level<br>00 |  | 11. Step or Rate<br>00                 |  | 17. Occ. Code<br>0301  |  | 18. Grade or Level<br>00   |  | 19. Step or Rate<br>00   |  |
| 12. Total Salary<br>\$94,796.00   |  | 13. Pay Basis<br>PA      |  | 20. Total Salary/Award<br>\$100,981.00 |  | 21. Pay Basis<br>PA  |  | 22. Name and Location of Position's Organization<br>A0000000 - US EPA, Office of the Administrator<br>Washington, DC 20460 |  | 23. Name and Location of Position's Organization<br>A0000000 - US EPA, Office of the Administrator<br>Washington, DC 20460 |  |
| 12A. Basic Pay  |  | 12B. Locality Adj.       |  | 12C. Adj. Basic Pay                    |  | 12D. Other Pay   |  | 20A. Basic Pay   |  | 20B. Locality Adj.   |  |
|   |  |                          |  |  |  |  |  | 20C. Adj. Basic Pay  |  | 20D. Other Pay   |  |
|   |  |                          |  |  |  |  |  |  |  |  |  |
| 14. Name and Location of Position's Organization<br>US EPA, Office of the Administrator - A00000000<br>Office of Public Affairs |  |                          |  |  |  | 22. Name and Location of Position's Organization<br>A0000000 - US EPA, Office of the Administrator<br>Washington, DC 20460 |  |  |  |  |  |

|  |  |  |  |  |  |                     |  |   |  |  |  |
|--|--|--|--|--|--|---------------------|--|---|--|--|--|
| <b>EMPLOYEE DATA</b>   |  |  |  | <b>24. Tenure</b>  |  |                     |  | <b>25. Agency Use</b>                       |  | <b>26. Veterans Preference</b>   |  |
| 23. Veterans Preference<br>1 - None 5 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Performance 2 - 10-Point/Performance/PA |  |  |  | 3 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite |  |                     |  |   |  | YES NO for RIF   |  |
| 27. FEGLI  |  |  |  | 28. Annuitant Indicator                                  |  |                     |  | 29. Pay Rate<br>Determinant                 |  | 30. Retirement Plan  |  |
| 31. Service Comp. Date (Leave)   |  |  |  | 32. Work Schedule  |  |                     |  | 33. Part Time Hours Per Biweekly Pay Period |  | 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Extended Service 4 - SES Career Position |  |
| 35. FLSA Category<br>E   |  |  |  | 36. Appropriation Code<br>17/18 B 11A ZZZME8             |  |                     |  | 37. Bargaining Unit Status<br>9888          |  | 38. Duty Station Code  |  |
| 39. Duty Station<br>Washington, DC 20460   |  |  |  |  |  |                     |  |   |  |  |  |
| 40. Agency Data  |  |  |  | 41.  |  |                     |  | 42.   |  | 43.  |  |
| 44.  |  |  |  | 45. Educational Level                                    |  |                     |  | 46. Year Degree Attained                    |  | 47. Academic Discipline  |  |
| 48. Functional Class   |  |  |  | 49. Citizenship<br>1 - USA 8 - Other                     |  | 50. Veterans Status |  | 51. Supervisory Status<br>N                 |  |  |  |

**PART C: Reviews and Approvals** (Not to be used by requesting office.)

|  |                    |      |                          |                    |                         |
|--|--------------------|------|--------------------------|--------------------|-------------------------|
| 1. Office/Function   | Initials/Signature | Date | Office/Function          | Initials/Signature | Date                    |
| A.   |                    |      | D.                       |                    |                         |
| B.   |                    |      | E.                       |                    |                         |
| C.   |                    |      | F.                       |                    |                         |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |                    |      | Signature<br>[Signature] |                    | Approval Date<br>9-6-17 |

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-8239

FPRS

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

OGE 450 Not Required

OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day #midnight - unless you specify otherwise.)

| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|
|-------------------|-------------------|----------------|---|



SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

|  |  |  |  |
|--|--|--|--|
| 1. Actions Requested<br>Administratively Determined Appointment  |  | 2. Request Number<br>10-2017-058   |  |
| 3. For Additional Information Call (Name and Telephone Number)   |  | Local Tracking No:   |  |
| 4. Proposed Effective Date<br>03/05/2017   |  |  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Michael Flynn Acting Deputy Administrator 3/17/17   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt / Administrator 3/17/17                    |  |
| 1. Name  |  | 2. Social Security Number  |  |
| 3. Date of Birth   |  | 4. Effective Date<br>03-13-2017  |  |
| 5-A. Code<br>170   |  | 5-B. Nature of Action<br>EXC APPT.   |  |
| 5-C. Code<br>ZLM   |  | 5-D. Legal Authority<br>P.L. 95-190  |  |
| 5-E. Code  |  | 5-F. Legal Authority   |  |
| 7. FROM: Position Title and Number   |  | 15. TO: Position Title and Number  |  |
| 8. Pay Plan  |  | 16. Pay Plan<br>AD   |  |
| 9. Occ. Code   |  | 17. Occ. Code<br>0301  |  |
| 10. Grade or Level   |  | 18. Grade or Level<br>00   |  |
| 11. Step or Rate   |  | 19. Step or Rate<br>00   |  |
| 12. Total Salary   |  | 20. Total Salary/Award   |  |
| 13. Pay Basis  |  | 21. Pay Basis<br>PA  |  |
| 12A. Basic Pay   |  | 20A. Basic Pay   |  |
| 12B. Locality Adj.   |  | 20B. Locality Adj.   |  |
| 12C. Adj. Basic Pay  |  | 20C. Adj. Basic Pay  |  |
| 12D. Other Pay   |  | 20D. Other Pay   |  |
| 14. Name and Location of Position's Organization   |  | 22. Name and Location of Position's Organization<br>USEPA, Office of the Administrator<br>Office of Public Affairs<br>Washington, DC 20460 |  |
| 23. Veterans Preference<br>1 - None<br>2 - 5 Points<br>3 - 10 Points<br>4 - 15 Points<br>5 - 20 Points   |  | 24. Tenure<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite   |  |
| 25. Agency Use   |  | 26. Veterans Preference<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF   |  |
| 27. FEGLI  |  | 28. Annuity Indicator<br>9   |  |
| 29. Pay Rate   |  | 30. Retirement Plan<br>KR  |  |
| 31. Service Comp. Date (Leave)   |  | 32. Work Schedule<br>F   |  |
| 33. Part Time Hours Per Week   |  | 34. Position Occupied<br>2   |  |
| 35. FLSA Category<br>E   |  | 36. Appropriation Code<br>17/18 B 11H ZZZME8   |  |
| 37. Bargaining Unit Status<br>8888   |  | 38. Duty Station Code  |  |
| 39. Duty Station<br>Washington, DC 20460   |  | 40. Agency Data  |  |
| 41.  |  | 42.  |  |
| 43.  |  | 44.  |  |
| 45. Educational Level  |  | 46. Year Degree Attained   |  |
| 47. Academic Discipline  |  | 48. Functional Class   |  |
| 49. Citizenship<br>1 - USA 6 - Other   |  | 50. Veterans Status<br>X   |  |
| 51. Supervisory Status<br>N  |  |  |  |
| 1. Office/Function   |  | Initials/Signature   |  |
| Date   |  |  |  |
| A.   |  | D. Staffing  |  |
| B. PSB   |  | E. G. Feeder   |  |
| C.   |  | F.   |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  | Signature<br>C. Anderson   |  |
|  |  | Approval Date<br>3/10/17   |  |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

Message

---

**From:** Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]  
**Sent:** 4/14/2018 8:53:42 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Munoz, Charles [munoz.charles@epa.gov]; Leopold, Matt [Leopold.Matt@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]; Wilcox, Jahan [wilcox.jahan@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]  
**Subject:** Re: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions

We may want to add what?

Ryan Jackson  
Chief of Staff  
U.S. EPA  
202-564-6999

> On Apr 13, 2018, at 9:23 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:  
>  
> I think it is fine. We may want to add that without reflecting title, position changes and increasing responsibility it gives an incomplete picture.  
>  
>> On Apr 13, 2018, at 6:48 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:  
>>  
>> So these folks can't even provide me an unredacted copy of this. However, I may not need it.  
>>  
>> I guess I know who they are:  
>>  
>> Employee A is Sarah Greenwalt  
>> Employee B is Millan Hupp  
>> Employee C is Forrest McMurray  
>> Employee D is Liz Bowman  
>> Employee E is Kevin Chmeileiski  
>> Employee F is Brittany Bolen (who has since received a promotion and raise)  
>>  
>> My inclination is to say -- These salary determinations for political appointees were made by the agency chief of staff, White House liaison, and agency human resources staff based on either new and additional responsibilities or promotions. The salaries involved were meant to correspond directly with the responsibilities the individual held and to attempt to ensure no salary disparities among positions of equivalent or similar responsibilities with other political appointees as much as possible. As employees continue to work in the agency reaching one year milestones and or continue to take on new responsibilities, we will further evaluate their salaries to ensure the employees compensation is commensurate with their hours, seniority, and work.  
>>  
>> What do you think? Donna, is that an appropriate agency response?  
>>  
>>  
>>  
>> From: Elkins, Arthur  
>> Sent: Friday, April 13, 2018 6:31 PM  
>> To: Jackson, Ryan <jackson.ryan@epa.gov>  
>> Cc: Trefry, John <Trefry.John@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Christensen, Kevin <Christensen.Kevin@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Larsen, Alan <Larsen.Alan@epa.gov>  
>> Subject: Re: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions  
>>  
>> We will provide on Monday.  
>>  
>> Sent from my iPhone  
>>  
>> On Apr 13, 2018, at 6:29 PM, Jackson, Ryan <jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>> wrote:  
>> May I get an unredacted copy so I can best respond?  
>>  
>> From: Trefry, John  
>> Sent: Friday, April 13, 2018 5:35 PM

>> To: Jackson, Ryan <jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>  
>> Cc: Elkins, Arthur <Elkins.Arthur@epa.gov<mailto:Elkins.Arthur@epa.gov>>; Sheehan, Charles  
<Sheehan.Charles@epa.gov<mailto:Sheehan.Charles@epa.gov>>; Christensen, Kevin  
<Christensen.Kevin@epa.gov<mailto:Christensen.Kevin@epa.gov>>  
>> Subject: FW: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively  
Determined Positions  
>>  
>> Ryan Jackson,  
>>  
>> Please see the below e-mail that was sent to you and others on April 11 at 3:44 PM.  
>>  
>> Than You  
>> John Trefry  
>> Director, Forensic Audits  
>>  
>> From: Trefry, John  
>> Sent: Wednesday, April 11, 2018 3:44 PM  
>> To: Pruitt, Scott <Pruitt.Scott@epa.gov<mailto:Pruitt.Scott@epa.gov>>; Jackson, Ryan  
<jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>; Minoli, Kevin  
<Minoli.Kevin@epa.gov<mailto:Minoli.Kevin@epa.gov>>; Leopold, Matt  
<Leopold.Matt@epa.gov<mailto:Leopold.Matt@epa.gov>>; Lyons, Troy  
<lyons.troy@epa.gov<mailto:lyons.troy@epa.gov>>; Vizian, Donna  
<Vizian.Donna@epa.gov<mailto:Vizian.Donna@epa.gov>>  
>> Subject: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively  
Determined Positions  
>>  
>> Attached is a Draft Report titled: Management Alert: Salary Increases for Certain Administratively  
Determined Positions (Project No. OA&E-FY-18-0085) which identifies certain factual information related  
to our ongoing audit of Administratively Determined Positions.  
>>  
>> Please review the attached draft report.  
>>  
>> We do not distribute draft reports to the general public; therefore, you are not authorized to  
distribute or disclose this information or its contents outside your organization, except to your staff  
for review and comment.  
>>  
>> If you have and questions, please contact me at (202) 566-2474.  
>>  
>> John Trefry, CPA, CFE, MPA  
>> US Environmental Protection Agency  
>> Office of the Inspector General  
>> Office of Audit and Evaluations – Forensic Audits  
>> Washington DC  
>> 202-566-2474  
>>  
>>  
>> <Draft Management Alert Report OA&E\_FY18\_0085.pdf>

Message

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**From:** Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]  
**Sent:** 4/14/2018 5:58:25 PM  
**To:** Bowman, Liz [Bowman.Liz@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Munoz, Charles [munoz.charles@epa.gov]; Leopold, Matt [Leopold.Matt@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]; Wilcox, Jahan [wilcox.jahan@epa.gov]  
**Subject:** Re: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions

No. It's 6 people handed in different ways.

Ryan Jackson  
Chief of Staff  
U.S. EPA  
202-564-6999

> On Apr 14, 2018, at 1:32 PM, Bowman, Liz <Bowman.Liz@epa.gov> wrote:  
>  
> Are these the only ADs? Or the only ADs that received a raise/switched to other things (schedule C or SES).  
>  
> Sent from my iPhone  
>  
>> On Apr 14, 2018, at 9:21 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:  
>>  
>> Responses always depend on the audit. Sometimes we just correct data and statements. Here I think what you put together is fine. I think I would also say that the reason for the change should be added for context. Liz is a good example. When she started she was not the AA of OPA. It could just say promotion to a position of more responsibility.  
>>  
>>> On Apr 13, 2018, at 9:55 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:  
>>>  
>>> But my question is, is this a usual and appropriate response from the agency to management alerts?  
>>>  
>>>  
>>>  
>>>  
>>>  
>>>  
>>> Ryan Jackson  
>>> Chief of Staff  
>>> U.S. EPA  
>>> 202-564-6999  
>>>  
>>>> On Apr 13, 2018, at 9:24 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:  
>>>>  
>>>> Though I should add that that would identify the person  
>>>>  
>>>>> On Apr 13, 2018, at 9:23 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:  
>>>>>  
>>>>> I think it is fine. We may want to add that without reflecting title, position changes and increasing responsibility it gives an incomplete picture.  
>>>>>  
>>>>>> On Apr 13, 2018, at 6:48 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:  
>>>>>>  
>>>>>> So these folks can't even provide me an unredacted copy of this. However, I may not need it.  
>>>>>>  
>>>>>> I guess I know who they are:  
>>>>>>  
>>>>>> Employee A is Sarah Greenwalt  
>>>>>> Employee B is Millan Hupp

>>>>> Employee C is Forrest McMurray  
>>>>> Employee D is Liz Bowman  
>>>>> Employee E is Kevin Chmeileiski  
>>>>> Employee F is Brittany Bolen (who has since received a promotion and raise)  
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>>>>> My inclination is to say -- These salary determinations for political appointees were made by the agency chief of staff, White House liaison, and agency human resources staff based on either new and additional responsibilities or promotions. The salaries involved were meant to correspond directly with the responsibilities the individual held and to attempt to ensure no salary disparities among positions of equivalent or similar responsibilities with other political appointees as much as possible. As employees continue to work in the agency reaching one year milestones and or continue to take on new responsibilities, we will further evaluate their salaries to ensure the employees compensation is commensurate with their hours, seniority, and work.  
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>>>>> Sent: Friday, April 13, 2018 6:31 PM  
>>>>> To: Jackson, Ryan <jackson.ryan@epa.gov>  
>>>>> Cc: Trefry, John <Trefry.John@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Christensen, Kevin <Christensen.Kevin@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Larsen, Alan <Larsen.Alan@epa.gov>  
>>>>> Subject: Re: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions  
>>>>>  
>>>>> We will provide on Monday.  
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>>>>> May I get an unredacted copy so I can best respond?  
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>>>>> From: Trefry, John  
>>>>> Sent: Friday, April 13, 2018 5:35 PM  
>>>>> To: Jackson, Ryan <jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>  
>>>>> Cc: Elkins, Arthur <Elkins.Arthur@epa.gov<mailto:Elkins.Arthur@epa.gov>>; Sheehan, Charles <Sheehan.Charles@epa.gov<mailto:Sheehan.Charles@epa.gov>>; Christensen, Kevin <Christensen.Kevin@epa.gov<mailto:Christensen.Kevin@epa.gov>>  
>>>>> Subject: FW: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions  
>>>>>  
>>>>> Ryan Jackson,  
>>>>>  
>>>>> Please see the below e-mail that was sent to you and others on April 11 at 3:44 PM.  
>>>>>  
>>>>> Than You  
>>>>> John Trefry  
>>>>> Director, Forensic Audits  
>>>>>  
>>>>> From: Trefry, John  
>>>>> Sent: Wednesday, April 11, 2018 3:44 PM  
>>>>> To: Pruitt, Scott <Pruitt.Scott@epa.gov<mailto:Pruitt.Scott@epa.gov>>; Jackson, Ryan <jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>; Minoli, Kevin <Minoli.Kevin@epa.gov<mailto:Minoli.Kevin@epa.gov>>; Leopold, Matt <Leopold.Matt@epa.gov<mailto:Leopold.Matt@epa.gov>>; Lyons, Troy <lyons.troy@epa.gov<mailto:lyons.troy@epa.gov>>; Vizian, Donna <Vizian.Donna@epa.gov<mailto:Vizian.Donna@epa.gov>>  
>>>>> Subject: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions  
>>>>>  
>>>>> Attached is a Draft Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions (Project No. OA&E-FY-18-0085) which identifies certain factual information related to our ongoing audit of Administratively Determined Positions.  
>>>>>  
>>>>> Please review the attached draft report.  
>>>>>  
>>>>> We do not distribute draft reports to the general public; therefore, you are not authorized to distribute or disclose this information or its contents outside your organization, except to your staff for review and comment.  
>>>>>  
>>>>> If you have and questions, please contact me at (202) 566-2474.  
>>>>>  
>>>>> John Trefry, CPA, CFE, MPA  
>>>>> US Environmental Protection Agency  
>>>>> Office of the Inspector General

>>>>> Office of Audit and Evaluations – Forensic Audits  
>>>>> Washington DC  
>>>>> 202-566-2474  
>>>>>  
>>>>>  
>>>>> <Draft Management Alert Report OA&E\_FY18\_0085.pdf>




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

April 11, 2018

**MEMORANDUM**

**SUBJECT:** Draft Report:  
Management Alert: Salary Increases for Certain Administratively Determined Positions  
Project No. OA&E-FY18-0085

**FROM:** Arthur A. Elkins Jr. 

**TO:** E. Scott Pruitt, Administrator

As you know, the Office of Inspector General is conducting an audit of the Office of the Administrator's (present and prior administrations) use of administratively determined (AD) positions. Our objective is to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 AD positions. The purpose of this management alert is to notify you of certain factual information while our audit continues.

This management alert was not performed in accordance with generally accepted government auditing standards and does not present any conclusions or recommendations.

*A Request for Personnel Action*, Standard Form 52 (SF-52), is used to request some types of personnel activity. Supervisors and managers use the SF-52 to request position actions, such as the establishment of a new position or the reclassification of an existing position and reassignment of an employee to the reclassified position. The manager who requested the action is identified by signature in Box 5, and the supervisor authorizing the action is identified by signature in Box 6. For actions requiring a position change, the details of the requested changes (such as salary) are noted in Boxes 7-14 and 15-22.

*A Notification of Personnel Action*, Standard Form 50 (SF-50), is written documentation of a personnel action taken affecting position or pay. All SF-50s must be supported by an accompanying SF-52. The Nature of Action, Block 5-B, indicates the action being taken. The details of any change in position title, pay plan, pay grade or total salary are identified in Blocks 7-14 and 15-22.

We examined the personnel files for certain employees who occupied AD positions. Of the files examined, we identified six employees whose files contained at least three SF-52s and the corresponding SF-50s. The attached documents (Appendices A through F) identify that for these six employees, three of the original SF-52s were signed and requested (Box 5) by the Chief of Staff (Appendices A through C) and three of the original SF-52s were signed and requested by the acting Deputy Administrator (Appendices D through F). The authorizations for three of these original actions were personally signed (Box 6) by the Administrator (Appendices A, B and F); the other three authorizations were signed by the Chief of Staff "for Scott Pruitt" (Appendices C through E). The

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Project No. OA&E-FY18-0085

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remaining 12 SF-52s for these employees were signed and requested by the Chief of Staff and authorized by the Chief of Staff “for Scott Pruitt” (Appendices A through F).

Three employees who were originally hired under Safe Drinking Water Act authority (AD positions) were converted to Schedule C positions and then later converted back to AD positions (Appendices A through C). Five of these six actions were accompanied with salary increases, as shown in Table 1 (Employees A through C). In one case, the total salary increased \$66,244, or 67.6 percent (Employee A). In another case, the total salary increased \$48,080, or 72.3 percent (Employee B).

**Table 1: Employees converted back to AD positions**

|            |          | Original AD appointment | Schedule C appointment | Final AD appointment | Total Increase |
|------------|----------|-------------------------|------------------------|----------------------|----------------|
| Employee A | Date     | 3/8/2017                | 7/9/2017               | 4/1/2018             | 67.6%          |
|            | Salary   | \$97,956                | \$107,435              | \$164,200            |                |
|            | Increase |                         | 9.7%                   | 52.8%                |                |
| Employee B | Date     | 3/13/2017               | 7/9/2017               | 4/1/2018             | 72.3%          |
|            | Salary   | \$66,510                | \$86,460               | \$114,590            |                |
|            | Increase |                         | 30.0%                  | 32.5%                |                |
| Employee C | Date     | 5/7/2017                | 7/16/2017              | 2/18/2018            | 25.1%          |
|            | Salary   | \$44,941                | \$44,941               | \$56,233             |                |
|            | Increase |                         | 0.0%                   | 25.1%                |                |

Source: OIG tabulation of agency SF-50 information.

The other three employees were converted from AD positions to Schedule C and then noncareer Senior Executive Service (SES) positions (Appendices D through F). None of the three included raises when converting from AD positions to Schedule C positions. However, all included raises when converting to noncareer SES positions (Appendices D through F). In one case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$31,208, or 23.9 percent (Employee D). In another case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$24,245, or 20.9 percent (Employee E). The conversion from Schedule C to noncareer SES for the remaining employee included a salary increase of \$2,363, or 1.6 percent (Employee F). Details are in Table 2.

**Table 2: Employees converted from AD positions to Schedule C and noncareer SES positions**

|            |          | Original AD appointment | Schedule C appointment | Noncareer SES appointment | Total Increase |
|------------|----------|-------------------------|------------------------|---------------------------|----------------|
| Employee D | Date     | 3/26/2017               | 5/14/2017              | 8/13/2017                 | 23.9%          |
|            | Salary   | \$130,692               | \$130,692              | \$161,900                 |                |
|            | Increase |                         | 0.0%                   | 23.9%                     |                |
| Employee E | Date     | 4/23/2017               | 5/14/2017              | 7/16/2017                 | 20.9%          |
|            | Salary   | \$115,755               | \$115,755              | \$140,000                 |                |
|            | Increase |                         | 0.0%                   | 20.9%                     |                |
| Employee F | Date     | 3/26/2017               | 5/14/2017              | 7/16/2017                 | 1.6%           |
|            | Salary   | \$149,337               | \$149,337              | \$151,700                 |                |
|            | Increase |                         | 0.0%                   | 1.6%                      |                |

Source: OIG tabulation of agency SF-50 information.

We have requested from the agency any documentation indicating modifications to the salary of any of the employees subsequent to the personnel actions noted above. However, as of April 11, 2018, we have only been provided SF-52 information indicating that Employee E resigned, which was provided on April 9, 2018.

In addition to the information above, we have currently identified one other employee with personnel actions documenting direct involvement by the Administrator. Table 3 provides details on an employee who started with the agency in an AD position and 6 months later had his title changed with a 26.7 percent pay increase while staying in an AD position. Both SF-52s were authorized by the personal signature of the Administrator.

**Table 3: Employee job title conversion within AD position**

| Employee G |                |                |
|------------|----------------|----------------|
| Action     | AD Appointment | AD Appointment |
| Date       | 3/13/2017      | 9/03/2017      |
| Salary     | \$79,720       | \$100,981      |
| Increase   |                | 26.7%          |

Source: OIG tabulation of agency SF-50 information.

### Optional Action

You are not required to provide a written response to this management alert. The OIG intends to finalize this report by April 16, 2018, transmitting it to you and making it public. We are providing you the opportunity to respond to this management alert. If you desire to provide comments, please respond by noon, April 13, 2018. We reserve the right to modify our management alert in light of your response. Please email both an Adobe PDF and Microsoft Word version of your response to [trefry.john@epa.gov](mailto:trefry.john@epa.gov).

If you or your staff have any questions regarding this report, please contact John Trefry, Director, Forensic Audits, at (202) 566-2474 or [trefry.john@epa.gov](mailto:trefry.john@epa.gov); or Jean Bloom, Project Manager, at (617) 918-1475 or [bloom.jean@epa.gov](mailto:bloom.jean@epa.gov).

### Attachments

CC: Donna Vizian, Principal Deputy Assistant Administrator, OARM  
Ryan Jackson, Chief of Staff  
Kevin Minoli, Deputy General Counsel  
Matthew Leopold, General Counsel  
Troy Lyons, Associate Administrator, OCIR

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## Appendix A: Employee A

## NOTIFICATION OF PERSONNEL ACTION

|  |  |                                      |                    |   |  |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
|--|--|--------------------------------------|--------------------|---|--|----------------------------------|--------------------------------|--|---------------------------------|---|--------------------------|------------------------------|---------------------------------|---------------------|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |                                      |                    |   | 2. Social Security Number<br>[REDACTED]  |                                  | 3. Date of Birth<br>[REDACTED] |  | 4. Effective Date<br>03/08/2017 |   |                          |                              |                                 |                     |                     |
| <b>FIRST ACTION</b>  |  |                                      |                    |   | <b>SECOND ACTION</b>   |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
| 5-A. Code<br>170   |  | 5-B. Nature of Action<br>EXC APPT    |                    |   | 6-A. Code  |                                  | 6-B. Nature of Action          |  |                                 |   |                          |                              |                                 |                     |                     |
| 5-C. Code<br>ZLM   |  | 5-D. Legal Authority<br>P. L. 95-190 |                    |   | 6-C. Code  |                                  | 6-D. Legal Authority           |  |                                 |   |                          |                              |                                 |                     |                     |
| 5-E. Code  |  | 5-F. Legal Authority                 |                    |   | 6-E. Code  |                                  | 6-F. Legal Authority           |  |                                 |   |                          |                              |                                 |                     |                     |
| 7. FROM: Position Title and Number   |  |                                      |                    |   | 15. TO: Position Title and Number<br>[REDACTED]  |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
| 8. Pay Plan  |  | 9. Occ. Code                         | 10. Grade or Level | 11. Step or Rate  | 12. Total Salary   |                                  | 13. Pay Basis                  | 16. Pay Plan<br>AD                     |                                 | 17. Occ. Code<br>0301                             | 18. Grade or Level<br>00 | 19. Step or Rate<br>00       | 20. Total Salary/Award<br>97956 |                     | 21. Pay Basis<br>PA |
| 12A. Basic Pay   |  | 12B. Locality Adj.                   |                    | 12C. Adj. Basic Pay   |  | 12D. Other Pay                   |                                | 20A. Basic Pay<br>97956                |                                 | 20B. Locality Adj.<br>0                           |                          | 20C. Adj. Basic Pay<br>97956 |                                 | 20D. Other Pay<br>0 |                     |
| 14. Name and Location of Position's Organization   |  |                                      |                    |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON, DC  |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
| <b>EMPLOYEE DATA</b>   |  |                                      |                    |   |  |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |                                      |                    |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                                  |                                | 25. Agency Use                         |                                 | 26. Veterans Preference for RIF<br>YES X NO       |                          |                              |                                 |                     |                     |
| 27. FEGLI<br>[REDACTED]  |  |                                      |                    |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |                                  |                                |  |                                 | 29. Pay Rate Determinant<br>0                     |                          |                              |                                 |                     |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |  |                                      |                    | 31. Service Comp. Date (Leave)<br>03/08/2017  |  | 32. Work Schedule<br>F FULL-TIME |                                |  |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                          |                              |                                 |                     |                     |
| <b>POSITION DATA</b>   |  |                                      |                    |   |  |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |                                      |                    | 35. FLSA Category<br>N E - Exempt<br>N - Nonexempt  |  | 36. Appropriation Code           |                                |  |                                 | 37. Bargaining Unit Status<br>8888                |                          |                              |                                 |                     |                     |
| 38. Duty Station Code<br>11-0010-001   |  |                                      |                    | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON, DISTRICT OF COLUMBIA |  |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X                       |                    | 42. EDUC LVL 15   |  | 43. SUPV STAT 8                  |                                | 44. POSITION SENSITIVITY MODERATE RISK |                                 |   |                          |                              |                                 |                     |                     |
| 45. Remarks<br>APPOINTMENT AFFIDAVIT EXECUTED 03-08-17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>FROZEN SERVICE NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>APPOINTMENT IS INDEFINITE.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY |  |                                      |                    |   |  |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |                                      |                    |   | 50. Signature/Authentication and Title of Approving Official<br>170593962 / ELECTRONICALLY SIGNED BY:<br>SUZANNE L. ROBERTS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216      |                    | 49. Approval Date<br>03/08/2017   |  |                                  |                                |  |                                 |   |                          |                              |                                 |                     |                     |

SRO Approval John E Reeder

# REQUEST FOR PERSONNEL ACTION

|   |  |  |
|---|--|--|
| 1. Actions Requested<br><b>Administratively Determined Appointment</b>  |  | 2. Request Number<br><b>IO-2017-057</b>  |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>[Redacted]</b>   |  | 4. Proposed Effective Date<br><b>03/06/2017</b>  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Michael Flynn Acting Deputy Administrator</b> |  | 6. Action Authorized By (Typed Name, Title, Signature, and Request Date)<br><b>E. Scott Pruitt / Administrator</b> |

|                              |  |                                       |                                      |
|------------------------------|--|---------------------------------------|--------------------------------------|
| 1. Name<br><b>[Redacted]</b> | 2. Social Security Number<br><b>[Redacted]</b> | 3. Date of Birth<br><b>[Redacted]</b> | 4. Effective Date<br><b>03-08-17</b> |
|------------------------------|--|---------------------------------------|--------------------------------------|

|                         |  |           |                       |
|-------------------------|--|-----------|-----------------------|
| 5-A. Code<br><b>170</b> | 5-B. Nature of Action<br><b>Exempted Appt.</b> | 6-A. Code | 6-B. Nature of Action |
| 5-C. Code<br><b>21m</b> | 5-D. Legal Authority<br><b>P.L. 95-190</b>     | 6-C. Code | 6-D. Legal Authority  |
| 5-E. Code               | 5-F. Legal Authority                           | 6-E. Code | 6-F. Legal Authority  |

|   |  |
|---|--|
| 7. FROM: Position Title and Number<br><b>[Redacted]</b> | 15. TO: Position Title and Number<br><b>[Redacted]</b> |
|---|--|

|                          |                             |                                 |                               |  |                            |                     |                |
|--------------------------|-----------------------------|---------------------------------|-------------------------------|--|----------------------------|---------------------|----------------|
| 8. Pay Plan<br><b>AD</b> | 9. Occ. Code<br><b>0301</b> | 10. Grade or Level<br><b>00</b> | 11. Step or Rate<br><b>00</b> | 12. Total Salary<br><b>\$97,956.00</b> | 13. Pay Basis<br><b>PA</b> |                     |                |
| 12A. Basic Pay           | 12B. Locality Adj.          | 12C. Adj. Basic Pay             | 12D. Other Pay                | 20A. Basic Pay                         | 20B. Locality Adj.         | 20C. Adj. Basic Pay | 20D. Other Pay |

|   |  |
|---|--|
| 14. Name and Location of Position's Organization<br><b>[Redacted]</b> | 22. Name and Location of Position's Organization<br><b>A0000000 - USEPA, Office of the Administrator<br/>Immediate Office<br/>Washington, DC 20460</b> |
|---|--|

|   |   |                |  |
|---|---|----------------|--|
| 23. Veterans Preference<br><b>1</b> (None, 5-10 Point/Disability, 5-10 Point/Other) | 24. Tenure<br><b>0</b> (None, 2-Conditional, Permanent, Indefinite) | 25. Agency Use | 26. Veterans Preference<br><b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/> RIF |
|---|---|----------------|--|

|                                |                                     |                                      |
|--------------------------------|-------------------------------------|--------------------------------------|
| 27. FEGLI<br><b>[Redacted]</b> | 28. Annuitant Indicator<br><b>9</b> | 29. Pay Rate<br><b>0</b> Determinant |
|--------------------------------|-------------------------------------|--------------------------------------|

|                                  |   |                               |  |
|----------------------------------|---|-------------------------------|--|
| 30. Retirement Plan<br><b>KF</b> | 31. Service Comp. Date (Leave)<br><b>03-08-17</b> | 32. Work Schedule<br><b>F</b> | 33. Part Time Hours Per Biweekly Pay Period<br><b>00</b> |
|----------------------------------|---|-------------------------------|--|

|  |                                |   |   |
|--|--------------------------------|---|---|
| 34. Position Occupied<br><b>2</b> (Competitive Service, SES General, SES Senior Executive) | 35. FLSA Category<br><b>PN</b> | 36. Appropriation Code<br><b>17/18 B 11A ZZZME8</b> | 37. Bargaining Unit Status<br><b>8868</b> |
|--|--------------------------------|---|---|

|   |   |
|---|---|
| 38. Duty Station Code<br><b>11-0010-001</b> | 39. Duty Station<br><b>Washington, DC 20460</b> |
|---|---|

|                                    |  |  |   |  |  |                                    |
|------------------------------------|--|--|---|--|--|------------------------------------|
| 40. Agency Data                    | 41.  | 42.                                      | 43.                                       | 44.                                      |  |                                    |
| 45. Educational Level<br><b>15</b> | 46. Year Degrees Attained<br><b>[Redacted]</b> | 47. Academic Discipline<br><b>220101</b> | 48. Functional Class<br><b>[Redacted]</b> | 49. Citizenship<br><b>1</b> (USA, Other) | 50. Veterans Status<br><input checked="" type="checkbox"/> | 51. Supervisory Status<br><b>N</b> |

| 1. Office/Function | Initials/Signature | Date          | Office/Function | Initials/Signature | Date            |
|--------------------|--------------------|---------------|-----------------|--------------------|-----------------|
| A.                 | <b>[Signature]</b> |               | D. <b>Staff</b> | <b>[Signature]</b> | <b>03-08-17</b> |
| B. <b>PSB</b>      | <b>[Signature]</b> | <b>3/7/17</b> | E.              |                    |                 |
| C.                 |                    |               | F.              |                    |                 |

|  |                                 |                                  |
|--|---------------------------------|----------------------------------|
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. | Signature<br><b>[Signature]</b> | Approval Date<br><b>03-08-17</b> |
|--|---------------------------------|----------------------------------|

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

M01: Appointment Affidavit executed: 03-08-17

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

|  |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
|--|----------------------|--|------------------------|--|---|---|--------------------------------|------------------------------------|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |                      |  |                        |  | 2. Social Security Number<br>[REDACTED]         |   | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>07/09/2017 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>  |                      |  |                        |  | <b>SECOND ACTION</b>                            |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>570   |                      | 5-B. Nature of Action<br>CONV TO EXC APPT                |                        |  | 6-A. Code                                       |   | 6-B. Nature of Action          |                                    |                                 |   |   |                               |  |                     |  |
| 5-C. Code<br>Y7M   |                      | 5-D. Legal Authority<br>SCH C, 213.33SCH C, 213.3321 AGE |                        |  | 6-C. Code                                       |   | 6-D. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 5-E. Code  |                      | 5-F. Legal Authority                                     |                        |  | 6-E. Code                                       |   | 6-F. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]   |                      |  |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>AD  | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00                                 | 11. Step or Rate<br>00 | 12. Total Salary<br>97956  | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>GS  | 17. Occ. Code<br>0301          | 18. Grade or Level<br>13           | 19. Step or Rate<br>05          | 20. Total Salary/Award<br>107435                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>97956  |                      | 12B. Locality Adj.<br>0                                  |                        | 12C. Adj. Basic Pay<br>97956   |   | 12D. Other Pay<br>0   |                                | 20A. Basic Pay<br>84528            |                                 | 20B. Locality Adj.<br>22907                       |   | 20C. Adj. Basic Pay<br>107435 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC   |                      |  |                        |  |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC  |                                |                                    |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>   |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |                      |  |                        |  |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite                              |                                |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. FEGLI<br>[REDACTED]  |                      |  |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                                |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |                      |  |                        | 31. Service Comp. Date (Leave)<br>03/08/2017   |   | 32. Work Schedule<br>F FULL-TIME  |                                |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>   |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |                      |  |                        | 35. FLSA Category<br>N E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code  |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001   |                      |  |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00   |                      | 41. VET STAT X   |                        | 42. EDUC LVL 15  |   | 43. SUPV STAT 8   |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |                      |  |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>171236831 / ELECTRONICALLY SIGNED BY: |                                |                                    |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00  |                      | 48. Personnel Office ID<br>3216                          |                        | 49. Approval Date<br>07/12/2017  |   | BENJAMIN H. PEABODY<br>ACTG DIR, EXEC RESOURCES DIV, OHR  |                                |                                    |                                 |   |   |                               |  |                     |  |

FARS  
7/12/17

SRO Approval John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |  |  |  |  |                                    |  |                              |   |                               |   |                            |   |  |  |  |
|--|--|--|--|--|------------------------------------|--|------------------------------|---|-------------------------------|---|----------------------------|---|--|--|--|
| 1. Actions Requested<br><u>Conversion to Schedule C Appt.</u>  |  | 2. Request Number<br><u>IO-2017-111</u>  |  |  |                                    |  |                              |   |                               |   |                            |   |  |  |  |
| 3. For Additional Information Call (Name and Telephone Number)<br><u>[Redacted]</u>  |  | 4. Proposed Effective Date<br><u>ASAP</u>  |  |  |                                    |  |                              |   |                               |   |                            |   |  |  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><u>Ryan T. Jackson Chief of Staff</u>   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><u>E. Scott Pruitt / Administrator</u> |  |  |                                    |  |                              |   |                               |   |                            |   |  |  |  |
| 1. Name<br><u>[Redacted]</u>   | 2. Social Security Number<br><u>[Redacted]</u>           | 3. Date of Birth<br><u>[Redacted]</u>  | 4. Effective Date<br><u>07-09-17</u>                         |  |                                    |  |                              |   |                               |   |                            |   |  |  |  |
| 5-A. Code<br><u>510</u>  | 5-B. Nature of Action<br><u>Convert to Excepted Appt</u> | 5-C. Code<br><u>41M</u>  | 5-D. Legal Authority<br><u>Sch C, 513.3321 Agency-Unique</u> |  |                                    |  |                              |   |                               |   |                            |   |  |  |  |
| 5-E. Code<br><u>[Redacted]</u>   | 5-F. Legal Authority<br><u>Schedule C Authority</u>      | 6-A. Code<br><u>[Redacted]</u>   | 6-B. Nature of Action<br><u>[Redacted]</u>                   |  |                                    |  |                              |   |                               |   |                            |   |  |  |  |
| 7. FROM: Position Title and Number<br><u>[Redacted]</u>  |  | 15. TO: Position Title and Number<br><u>[Redacted]</u>   |  |  |                                    |  |                              |   |                               |   |                            |   |  |  |  |
| 8. Pay Plan<br><u>AD</u>   | 9. Occ. Code<br><u>0301</u>                              | 10. Grade or Level<br><u>00</u>  | 11. Step or Rate<br><u>00</u>                                | 12. Total Salary<br><u>[Redacted]</u>        | 13. Pay Basis<br><u>[Redacted]</u> | 16. Pay Plan<br><u>GS</u>  | 17. Occ. Code<br><u>0301</u> | 18. Grade or Level<br><u>13</u>         | 19. Step or Rate<br><u>05</u> | 20. Total Salary/Award<br><u>\$107,435.00</u> | 21. Pay Basis<br><u>PA</u> |   |  |  |  |
| 12A. Basic Pay<br><u>[Redacted]</u>  |  | 12B. Locality Adj.<br><u>[Redacted]</u>  |  | 12C. Adj. Basic Pay<br><u>[Redacted]</u>     |                                    | 12D. Other Pay<br><u>[Redacted]</u>  |                              | 20A. Basic Pay<br><u>[Redacted]</u>     |                               | 20B. Locality Adj.<br><u>[Redacted]</u>       |                            | 20C. Adj. Basic Pay<br><u>[Redacted]</u>            |  | 20D. Other Pay<br><u>[Redacted]</u>                              |  |
| 14. Name and Location of Position's Organization<br><u>Same -&gt;</u>  |  |  |  |  |                                    | 22. Name and Location of Position's Organization<br><u>A0000000 - USEPA, Office of the Administrator<br/>Immediate Office<br/>Washington, DC 20460</u> |                              |   |                               |   |                            |   |  |  |  |
| 23. Veterans Preference<br><u>1 - None</u>   |  |  |  |  |                                    | 24. Tenure<br><u>3</u>   |                              |   |                               |   |                            | 25. Agency Use<br><u>[Redacted]</u>                 |  | 26. Veterans Preference<br><u>YES</u> for RIF                    |  |
| 27. FEGLI<br><u>[Redacted]</u>   |  |  |  |  |                                    | 28. Annuitant Indicator<br><u>[Redacted]</u>   |                              |   |                               |   |                            | 29. Pay Rate<br><u>Determinant</u>                  |  |  |  |
| 30. Retirement Plan<br><u>[Redacted]</u>   |  |  |  |  |                                    | 31. Service Comp. Date (Leave)<br><u>[Redacted]</u>  |                              |   |                               |   |                            | 32. Work Schedule<br><u>[Redacted]</u>              |  | 33. Part Time Hours Per Biweekly Pay Period<br><u>[Redacted]</u> |  |
| 34. Position Occupied<br><u>2</u>  |  |  |  |  |                                    | 35. FLSA Category<br><u>E</u>  |                              |   |                               |   |                            | 36. Appropriation Code<br><u>17/18 B 11A ZZZME8</u> |  | 37. Bargaining Unit Status<br><u>8888</u>                        |  |
| 38. Duty Station Code<br><u>11-0010-001</u>  |  |  |  |  |                                    | 39. Duty Station<br><u>Washington, DC 20460</u>  |                              |   |                               |   |                            |   |  |  |  |
| 40. Agency Data<br><u>[Redacted]</u>   |  | 41. <u>[Redacted]</u>  |  | 42. <u>[Redacted]</u>                        |                                    | 43. <u>[Redacted]</u>  |                              | 44. <u>[Redacted]</u>                   |                               |   |                            |   |  |  |  |
| 45. Educational Level<br><u>[Redacted]</u>   |  | 46. Year Degree Attained<br><u>[Redacted]</u>  |  | 47. Academic Discipline<br><u>[Redacted]</u> |                                    | 48. Functional Class<br><u>[Redacted]</u>  |                              | 49. Citizenship<br><u>1 - USA</u>       |                               | 50. Veterans Status<br><u>[Redacted]</u>      |                            | 51. Supervisory Status<br><u>N</u>                  |  |  |  |
| 1. Office/Function<br><u>A.</u>  |  | Initials/Signature<br><u>[Redacted]</u>  |  | Date<br><u>[Redacted]</u>                    |                                    | Office/Function<br><u>D. Staff</u>   |                              | Initials/Signature<br><u>[Redacted]</u> |                               | Date<br><u>07-11-17</u>                       |                            |   |  |  |  |
| B.   |  |  |  |  |                                    | E.   |                              |   |                               |   |                            |   |  |  |  |
| C.   |  |  |  |  |                                    | F.   |                              |   |                               |   |                            |   |  |  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  |  |  |  |                                    | Signature<br><u>[Redacted]</u>   |                              |   |                               |   |                            | Approval Date<br><u>07-11-17</u>                    |  |  |  |

CONTINUED ON NEXT PAGE



**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

**PART F - Remarks for SF 50**

M39 - Creditable Military Service: None  
M40 - Previous Retirement Coverage: Previously Covered  
M45 - Employee is automatically covered under FERS.  
222 - This position is designated for Drug Testing.

## NOTIFICATION OF PERSONNEL ACTION

|   |                      |   |                        |  |   |  |                                |                                    |                                 |   |   |                               |  |                     |  |
|---|----------------------|---|------------------------|--|---|--|--------------------------------|------------------------------------|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |   |                        |  | 2. Social Security Number<br>[REDACTED]         |  | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>04/01/2018 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>   |                      |   |                        |  | <b>SECOND ACTION</b>                            |  |                                |                                    |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>570  |                      | 5-B. Nature of Action<br>CONV TO EXC APPT |                        |  | 6-A. Code                                       |  | 6-B. Nature of Action          |                                    |                                 |   |   |                               |  |                     |  |
| 5-C. Code<br>ZLM  |                      | 5-D. Legal Authority<br>P.L. 95-190       |                        |  | 6-C. Code                                       |  | 6-D. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                      |                        |  | 6-E. Code                                       |  | 6-F. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |   |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |  |                                |                                    |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>GS   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>13                  | 11. Step or Rate<br>05 | 12. Total Salary<br>109900   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>AD   | 17. Occ. Code<br>0905          | 18. Grade or Level<br>00           | 19. Step or Rate<br>00          | 20. Total Salary/Award<br>164200                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>85712   |                      | 12B. Locality Adj.<br>24188               |                        | 12C. Adj. Basic Pay<br>109900  |   | 12D. Other Pay<br>0  |                                | 20A. Basic Pay<br>136659           |                                 | 20B. Locality Adj.<br>27541                       |   | 20C. Adj. Basic Pay<br>164200 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC   |                      |   |                        |  |   | 22. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC              |                                |                                    |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |   |                        |  |   |  |                                |                                    |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%   |                      |   |                        |  |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                                |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. FEGLI<br>[REDACTED]   |                      |   |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |                                |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |   |                        | 31. Service Comp. Date (Leave)<br>03/08/2017   |   | 32. Work Schedule<br>F FULL-TIME   |                                |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>  |                      |   |                        |  |   |  |                                |                                    |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved  |                      |   |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code   |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |   |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |  |                                |                                    |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                            |                        | 42. EDUC LVL 15  |   | 43. SUPV STAT 8  |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>APPOINTMENT IS INDEFINITE.<br>OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711.<br>HEALTH BENEFITS COVERAGE CONTINUES.<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY<br>CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT. |                      |   |                        |  |   |  |                                |                                    |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |   |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>180569123 / ELECTRONICALLY SIGNED BY:<br>JEREMY A. TAYLOR<br>HUMAN RESOURCES OFFICER |                                |                                    |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00   |                      | 48. Personnel Office ID<br>3216           |                        | 49. Approval Date<br>04/01/2018  |   |  |                                |                                    |                                 |   |   |                               |  |                     |  |

# REQUEST FOR PERSONNEL ACTION

## PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

|   |   |
|---|---|
| 1. Action Requested<br><b>AD Appointment</b>  | 2. Request Number<br><b>AO-2018-015</b>   |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>[Redacted]</b> | 4. Proposed Effective Date<br><b>ASAP</b> |

|   |   |
|---|---|
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson, Chief of Staff</b><br><i>[Signature]</i> <b>3/9/18</b> | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt, Administrator</b><br><i>[Signature]</i> <b>3/9/18</b> |
|---|---|

## PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| 1. Name (Last, First, Middle)<br><b>[Redacted]</b> | 2. Social Security Number<br><b>[Redacted]</b> | 3. Date of Birth<br><b>[Redacted]</b> | 4. Effective Date<br><b>[Redacted]</b> |
|--|--|---------------------------------------|--|

### FIRST ACTION

|                        |                                    |
|------------------------|------------------------------------|
| 5-A. Code<br><b>GS</b> | 5-B. Nature of Action<br><b>PA</b> |
| 5-C. Code<br><b>05</b> | 5-D. Legal Authority<br><b>PA</b>  |
| 5-E. Code<br><b>00</b> | 5-F. Legal Authority<br><b>PA</b>  |

### SECOND ACTION

|                        |                                    |
|------------------------|------------------------------------|
| 6-A. Code<br><b>AD</b> | 6-B. Nature of Action<br><b>PA</b> |
| 6-C. Code<br><b>00</b> | 6-D. Legal Authority<br><b>PA</b>  |
| 6-E. Code<br><b>00</b> | 6-F. Legal Authority<br><b>PA</b>  |

### 7. FROM: Position Title and Number

**[Redacted]**

### 15. TO: Position Title and Number

**[Redacted]**

|                          |                           |                                 |                               |   |                            |                           |                            |                                 |                               |  |                            |
|--------------------------|---------------------------|---------------------------------|-------------------------------|---|----------------------------|---------------------------|----------------------------|---------------------------------|-------------------------------|--|----------------------------|
| 8. Pay Plan<br><b>GS</b> | 9. Org Code<br><b>301</b> | 10. Grade or Level<br><b>13</b> | 11. Step or Rate<br><b>05</b> | 12. Total Salary<br><b>\$109,900.00</b> | 13. Pay Basis<br><b>PA</b> | 16. Pay Plan<br><b>AD</b> | 17. Org Code<br><b>301</b> | 18. Grade or Level<br><b>00</b> | 19. Step or Rate<br><b>00</b> | 20. Total Salary/Award<br><b>\$16,420.00</b> | 21. Pay Basis<br><b>PA</b> |
| 12A. Basic Pay           | 12B. Locality Adj.        | 12C. Adj. Basic Pay             | 12D. Other Pay                | 22A. Basic Pay                          | 22B. Locality Adj.         | 22C. Adj. Basic Pay       | 22D. Other Pay             |                                 |                               |  |                            |

14. Name and Location of Position's Organization  
**A0000000 - Environmental Protection Agency  
Office of the Administrator, Immediate Office**

22. Name and Location of Position's Organization  
**A0000000 - Environmental Protection Agency  
Office of the Administrator, Immediate Office**

## EMPLOYEE DATA

|  |  |                          |   |
|--|--|--------------------------|---|
| 23. Veterans Preference<br>1 - None<br>2 - 5 Point<br>3 - 10 Point/Diability<br>4 - 10 Point/Compensable<br>5 - 10 Point/Other<br>6 - 10 Point/Compensable/30% | 24. Tenure<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite | 25. Agency Use           | 26. Veterans Preference for RIF<br><input type="checkbox"/> YES <input type="checkbox"/> NO |
| 27. FEGLI  | 28. Annuitant Indicator  | 29. Pay Rate Determinant |   |
| 30. Retirement Plan  | 31. Service Comp. Date (Leave)   | 32. Work Schedule        | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period   |

## POSITION DATA

|  |  |   |                            |
|--|--|---|----------------------------|
| 34. Position Occupied<br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Career Reserved | 35. FLSA Category<br>E - Exempt<br>N - Nonexempt                                       | 36. Appropriation Code<br><b>18/19 B 11A 000ME8</b> | 37. Bargaining Unit Status |
| 38. Duty Station Code<br><b>11-0011-001</b>  | 39. Duty Station (City - County - State or Overseas Location)<br><b>Washington, DC</b> |   |                            |
| 40. AGENCY DATA  | 41.  | 42.   | 43.                        |
| 44.  | 45. EDUCATIONAL LEVEL  | 46. YR/DISBURSED ATTAINED                           | 47. Academic Discipline    |
| 48. FUNCTIONAL CLASS   | 49. CITIZENSHIP<br>1-USA 8-OTHER   | 50. Vietnam Era Vet                                 | 51. SUPERVISORY STATUS     |

## PART C - Reviews and Approvals (Not to be used by requesting office.)

| 1. Office/Function   | Initials/Signature | Date | Office/Function | Initials/Signature | Date          |
|--|--------------------|------|-----------------|--------------------|---------------|
| A.   |                    |      | D.              |                    |               |
| B.   |                    |      | E.              |                    |               |
| C.   |                    |      | F.              |                    |               |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |                    |      | Signature       |                    | Approval Date |

CONTINUED ON REVERSE

OVER

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME: [REDACTED]
- WORK PHONE:
- WORK EMAIL: [REDACTED]@epa.gov
- PLACE OF BIRTH: [REDACTED]

Resume Attached

CURRENT POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): Schedule C 13/5
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE: [REDACTED]
- Is position being backfilled (Y/N/TBD): N

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD 15/10
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE: [REDACTED]
- JOB DESCRIPTION: PDF attached

AO-2018-015



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
THE ADMINISTRATOR

MEMORANDUM

**SUBJECT:** Salary Justification for [REDACTED]  
**FROM:** Ryan Jackson, Chief of Staff  
**TO:** Donna Vizian, Acting Assistant Administrator  
Office of Administration and Resources Management

This memo will serve as a salary justification for [REDACTED]. I'm approving the appointment of [REDACTED] at a salary equivalent to a Grade 15, Step 10 in the D.C. region. [REDACTED]

[REDACTED] She has shown to have knowledge of broad-ranging policies and leaderships skills since she began. Based on the reasons listed above, I believe that [REDACTED] will have an immediate, positive impact on one of the agency's most important offices and that her compensation should reflect her value to the agency.

  
Ryan Jackson  
Chief of Staff  
3/09/2018




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

**MEMORANDUM FOR THE RECORD**

**SUBJECT:** Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of [REDACTED] to serve as [REDACTED]. [REDACTED] will be compensated at the rate of \$164,200 per annum.

  
E. Scott Pruitt  
Administrator

## Appendix B: Employee B

# NOTIFICATION OF PERSONNEL ACTION

|  |              |                                      |                  |   |               |   |                       |   |                        |  |                     |
|--|--------------|--------------------------------------|------------------|---|---------------|---|-----------------------|---|------------------------|--|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |              |                                      |                  | 2. Social Security Number<br>[REDACTED]   |               | 3. Date of Birth<br>[REDACTED]  |                       | 4. Effective Date<br>03/13/2017             |                        |  |                     |
| <b>FIRST ACTION</b>  |              |                                      |                  | <b>SECOND ACTION</b>  |               |   |                       |   |                        |  |                     |
| 5-A. Code<br>170   |              | 5-B. Nature of Action<br>EXC APPT    |                  | 6-A. Code   |               | 6-B. Nature of Action   |                       |   |                        |  |                     |
| 5-C. Code<br>ZLM   |              | 5-D. Legal Authority<br>P. L. 95-190 |                  | 6-C. Code   |               | 6-D. Legal Authority  |                       |   |                        |  |                     |
| 5-E. Code  |              | 5-F. Legal Authority                 |                  | 6-E. Code   |               | 6-F. Legal Authority  |                       |   |                        |  |                     |
| 7. FROM: Position Title and Number   |              |                                      |                  | 15. TO: Position Title and Number<br>[REDACTED]   |               |   |                       |   |                        |  |                     |
| 8. Pay Plan  | 9. Occ. Code | 10. Grade or Level                   | 11. Step or Rate | 12. Total Salary  | 13. Pay Basis | 16. Pay Plan<br>AD  | 17. Occ. Code<br>0301 | 18. Grade or Level<br>00                    | 19. Step or Rate<br>00 | 20. Total Salary/Award<br>66510  | 21. Pay Basis<br>PA |
| 12A. Basic Pay   |              | 12B. Locality Adj.                   |                  | 12C. Adj. Basic Pay   |               | 12D. Other Pay  |                       | 20A. Basic Pay<br>52329                     |                        | 20B. Locality Adj.<br>14181  |                     |
|  |              |                                      |                  |   |               |   |                       | 20C. Adj. Basic Pay<br>66510                |                        | 20D. Other Pay<br>0  |                     |
| 14. Name and Location of Position's Organization   |              |                                      |                  |   |               | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON, DC |                       |   |                        |  |                     |
| <b>EMPLOYEE DATA</b>   |              |                                      |                  |   |               |   |                       |   |                        |  |                     |
| 23. Veterans Preference<br>1 - None<br>2 - 5 Points<br>3 - 10-Point/Disability<br>4 - 10-Point/Compensable<br>5 - 10-Point/Other<br>6 - 10-Point/Compensable/30%   |              |                                      |                  |   |               | 24. Tenure<br>3<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite                     |                       | 25. Agency Use                              |                        | 26. Veterans Preference for RIF<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |                     |
| 27. FEGLI<br>[REDACTED]  |              |                                      |                  |   |               | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                       | 29. Pay Rate Determinant<br>0               |                        |  |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |              |                                      |                  | 31. Service Comp. Date (Leave)<br>03/13/2017  |               | 32. Work Schedule<br>F FULL-TIME  |                       | 33. Part-Time Hours Per Biweekly Pay Period |                        |  |                     |
| <b>POSITION DATA</b>   |              |                                      |                  |   |               |   |                       |   |                        |  |                     |
| 34. Position Occupied<br>2<br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Career Reserved  |              |                                      |                  | 35. FLSA Category<br>N<br>E - Exempt<br>N - Nonexempt   |               | 36. Appropriation Code  |                       |   |                        | 37. Bargaining Unit Status<br>8888   |                     |
| 38. Duty Station Code<br>11-0010-001   |              |                                      |                  | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON, DISTRICT OF COLUMBIA |               |   |                       |   |                        |  |                     |
| 40. Agency Data<br>FUNC CLS 00   |              | 41. VET STAT X                       |                  | 42. EDUC LVL 13   |               | 43. SUPV STAT 8   |                       | 44. POSITION SENSITIVITY MODERATE RISK      |                        |  |                     |
| 45. Remarks<br>FROZEN SERVICE NONE<br>APPOINTMENT AFFIDAVIT EXECUTED 03-13-17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FEBS, FERS-RAE OR FERS-FRAE.<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>APPOINTMENT IS INDEFINITE.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY |              |                                      |                  |   |               |   |                       |   |                        |  |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |              |                                      |                  |   |               | 50. Signature/Authentication and Title of Approving Official<br>170562567 / ELECTRONICALLY SIGNED BY: |                       |   |                        |  |                     |
| 47. Agency Code<br>EP06  |              | 48. Personnel Office ID<br>3216      |                  | 49. Approval Date<br>03/06/2017   |               | SUZANNE L. ROBERTS<br>ACTG DIR, EXEC RESOURCES DIV, OHR   |                       |   |                        |  |                     |



SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

FPS  
03.15.17

|   |  |   |  |
|---|--|---|--|
| 1. Actions Requested<br>Administratively Determined Appointment   |  | 2. Request Number<br>10-2017-056  |  |
| 3. For Additional Information Call (Name and Telephone Number)<br>[Redacted]  |  | 4. Proposed Effective Date<br>03/05/2017  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Michael Flynn Acting Deputy Administrator 2/23/17  |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt / Administrator                               |  |
| 1. Name<br>[Redacted]   |  | 2. Social Security Number<br>[Redacted]   |  |
| 3. Date of Birth<br>[Redacted]  |  | 4. Effective Date<br>03-13-17   |  |
| 5-A. Code<br>170  |  | 5-B. Nature of Action<br>Exempted Appt  |  |
| 5-C. Code<br>24m  |  | 5-D. Legal Authority<br>P.L. 95-190   |  |
| 5-E. Code   |  | 5-F. Legal Authority  |  |
| 7. FROM: Position Title and Number  |  | 15. TO: Position Title and Number<br>[Redacted]   |  |
| 8. Pay Plan<br>AD   |  | 9. Occ. Code<br>0301  |  |
| 10. Grade or Level<br>00  |  | 11. Step or Rate<br>00  |  |
| 12. Total Salary<br>\$66,510  |  | 13. Pay Basis<br>PA   |  |
| 12A. Basic Pay  |  | 12B. Locality Adj.  |  |
| 12C. Adj. Basic Pay   |  | 12D. Other Pay  |  |
| 14. Name and Location of Position's Organization  |  | 22. Name and Location of Position's Organization<br>A0000000 - USEPA, Office of the Administrator<br>Immediate Office<br>Washington, DC 20460 |  |
| 23. Veterans Preference<br>1 - None<br>2 - 5-Point<br>3 - 10-Point/Disability<br>4 - 15-Point/Formerly in Service<br>5 - 10-Point/Other<br>6 - 15-Point/Formerly in Service |  | 24. Tenure<br>1 - None<br>2 - Conditional<br>3 - Permanent<br>4 - Indefinite  |  |
| 25. Agency Use  |  | 26. Veterans Preference<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF  |  |
| 27. FEGLI<br>[Redacted]   |  | 28. Annuitant Indicator<br>9  |  |
| 29. Pay Rate<br>Determinant<br>00   |  | 30. Part Time Hours Per Biweekly Pay Period<br>00   |  |
| 31. Service Comp. Date (Leave)<br>03-13-17  |  | 32. Work Schedule<br>F  |  |
| 34. Position Occupied<br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Senior Executive   |  | 35. FLSA Category<br>N  |  |
| 36. Appropriation Code<br>17/18 B-11A ZZZME8  |  | 37. Bargaining Unit Status<br>8888  |  |
| 38. Duty Station Code<br>11-0010-001  |  | 39. Duty Station<br>Washington, DC 20460  |  |
| 40. Agency Data   |  | 41. [Redacted]  |  |
| 42. [Redacted]  |  | 43. [Redacted]  |  |
| 44. [Redacted]  |  | 45. Educational Level<br>13   |  |
| 46. Year Degrees Attained<br>[Redacted]   |  | 47. Academic Discipline<br>451001   |  |
| 48. Functional Class<br>[Redacted]  |  | 49. Citizenship<br>1 - USA 8 - Other  |  |
| 50. Veterans Status<br><input checked="" type="checkbox"/>  |  | 51. Supervisory Status<br>N   |  |
| 1. Office/Function<br>A   |  | Initials/Signature<br>[Signature]   |  |
| Date<br>3/16/17   |  | Office/Function<br>D. [Redacted]  |  |
| Initials/Signature<br>[Signature]   |  | Date<br>03-06-17  |  |
| B. PSB  |  | E. [Redacted]   |  |
| C. [Redacted]   |  | F. [Redacted]   |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.      |  | Signature<br>[Signature]  |  |
| Approval Date<br>03-06-17   |  | [Redacted]  |  |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

OGE 450 Not Required

OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have, (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

M01: Appointment Affidavit executed: 03-13-17

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

|   |                      |                                     |                        |   |   |  |   |  |                                 |  |                     |                              |  |                     |  |
|---|----------------------|-------------------------------------|------------------------|---|---|--|---|--|---------------------------------|--|---------------------|------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |                                     |                        |   | 2. Social Security Number<br>[REDACTED]         |  | 3. Date of Birth<br>[REDACTED]                          |  | 4. Effective Date<br>07/09/2017 |  |                     |                              |  |                     |  |
| <b>FIRST ACTION</b>   |                      |                                     |                        |   | <b>SECOND ACTION</b>                            |  |   |  |                                 |  |                     |                              |  |                     |  |
| 5-A. Code<br>002  |                      | 5-B. Nature of Action<br>CORRECTION |                        |   | 6-A. Code<br>570                                |  | 6-B. Nature of Action<br>CONY TO EXC APPT               |  |                                 |  |                     |                              |  |                     |  |
| 5-C. Code   |                      | 5-D. Legal Authority                |                        |   | 6-C. Code<br>Y7M                                |  | 6-D. Legal Authority<br>SCH C, 213.33SCH C, 213.332 AGE |  |                                 |  |                     |                              |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                |                        |   | 6-E. Code                                       |  | 6-F. Legal Authority                                    |  |                                 |  |                     |                              |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |                                     |                        |   | 15. TO: Position Title and Number<br>[REDACTED] |  |   |  |                                 |  |                     |                              |  |                     |  |
| 8. Pay Plan<br>AD   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00            | 11. Step or Rate<br>00 | 12. Total Salary<br>66510   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>GS   | 17. Occ. Code<br>0301                                   | 18. Grade or Level<br>11               | 19. Step or Rate<br>10          | 20. Total Salary/Award<br>86460  | 21. Pay Basis<br>PA |                              |  |                     |  |
| 12A. Basic Pay<br>52329   |                      | 12B. Locality Adj.<br>14181         |                        | 12C. Adj. Basic Pay<br>66510  |   | 12D. Other Pay<br>0  |   | 20A. Basic Pay<br>68025                |                                 | 20B. Locality Adj.<br>18435  |                     | 20C. Adj. Basic Pay<br>86460 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC                         |                      |                                     |                        |   |   | 22. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC                        |   |  |                                 |  |                     |                              |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |                                     |                        |   |   |  |   |  |                                 |  |                     |                              |  |                     |  |
| 23. Veterans Preference<br>1 - None<br>2 - 5 Point<br>3 - 10-Point/Disability<br>4 - 10-Point/Compensable<br>5 - 10-Point/Other<br>6 - 10-Point/Compensable/30% |                      |                                     |                        |   |   | 24. Tenure<br>3<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite  |   | 25. Agency Use                         |                                 | 26. Veterans Preference for RIF<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |                     |                              |  |                     |  |
| 27. FEGLI<br>[REDACTED]   |                      |                                     |                        |   |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |   |  |                                 | 29. Pay Rate Determinant<br>0  |                     |                              |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |                                     |                        | 31. Service Comp. Date (Leave)<br>03/13/2017  |   | 32. Work Schedule<br>F FULL-TIME   |   |  |                                 | 33. Part-Time Hours Per Biweekly Pay Period  |                     |                              |  |                     |  |
| <b>POSITION DATA</b>  |                      |                                     |                        |   |   |  |   |  |                                 |  |                     |                              |  |                     |  |
| 34. Position Occupied<br>2<br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SEN Career Reserved                                     |                      |                                     |                        | 35. FLSA Category<br>E<br>E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code   |   |  |                                 | 37. Bargaining Unit Status<br>8888   |                     |                              |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |                                     |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON, DISTRICT OF COLUMBIA |   |  |   |  |                                 |  |                     |                              |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                      |                        | 42. EDUC LVL 13   |   | 43. SUPV STAT 2  |   | 44. POSITION SENSITIVITY MODERATE RISK |                                 |  |                     |                              |  |                     |  |
| 45. Remarks<br>CORRECTS ITEM NUMBER 35 FROM N - NONEXEMPT   |                      |                                     |                        |   |   |  |   |  |                                 |  |                     |                              |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |                                     |                        |   |   | 50. Signature/Authentication and Title of Approving Official<br>180068549 / ELECTRONICALLY SIGNED BY:<br>VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |   |  |                                 |  |                     |                              |  |                     |  |
| 47. Agency Code<br>EP06   |                      | 48. Personnel Office ID<br>3216     |                        | 49. Approval Date<br>01/03/2018   |   |  |   |  |                                 |  |                     |                              |  |                     |  |

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

(Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Conversion to Schedule C. Appt.

2. Request Number  
IO-2017-109

3. For Additional Information Call (Name and Telephone Number)

Local Tracking No:

4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

6. Action Authorized By (Typed Name, Title, Signature, and Request Date)

Ryan T. Jackson Chief of Staff

E. Scott Pruitt / Administrator

Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.

1. Name

2. Social Security Number

3. Date of Birth

4. Effective Date

07-09-17

5-A. Code

5-B. Nature of Action

6-A. Code

6-B. Nature of Action

5-C. Code

5-D. Legal Authority

6-C. Code

6-D. Legal Authority

5-E. Code

5-F. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

|                   |                      |                          |                        |                                 |               |                    |                       |                          |                        |                                       |                     |
|-------------------|----------------------|--------------------------|------------------------|---------------------------------|---------------|--------------------|-----------------------|--------------------------|------------------------|---------------------------------------|---------------------|
| 8. Pay Plan<br>AD | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00 | 11. Step or Rate<br>00 | 12. Total Salary<br>\$66,510.00 | 13. Pay Basis | 16. Pay Plan<br>GS | 17. Occ. Code<br>0301 | 18. Grade or Level<br>11 | 19. Step or Rate<br>10 | 20. Total Salary/Award<br>\$86,460.00 | 21. Pay Basis<br>PA |
|-------------------|----------------------|--------------------------|------------------------|---------------------------------|---------------|--------------------|-----------------------|--------------------------|------------------------|---------------------------------------|---------------------|

|                |                    |                     |                |                |                    |                     |                |
|----------------|--------------------|---------------------|----------------|----------------|--------------------|---------------------|----------------|
| 12A. Basic Pay | 12B. Locality Adj. | 12C. Adj. Basic Pay | 12D. Other Pay | 20A. Basic Pay | 20B. Locality Adj. | 20C. Adj. Basic Pay | 20D. Other Pay |
|----------------|--------------------|---------------------|----------------|----------------|--------------------|---------------------|----------------|

14. Name and Location of Position's Organization  
A0000000 - USEPA, Office of the Administrator  
Immediate Office  
Washington, DC 20460

22. Name and Location of Position's Organization  
A0000000 - USEPA, Office of the Administrator  
Immediate Office  
Washington, DC 20460

23. Veterans Preference

1 - None 3 - 10-Point/Disability 5 - 10-Point/Other  
2 - 5-Point 4 - 10-Point/Anniversary 6 - 10-Point/Anniversary/20%

24. Tenure

0 - None 2 - Conditional  
1 - Permanent 3 - Indefinite

25. Agency Use

26. Veterans Preference

YES NO RIF

27. FEGLI

28. Annuity Indicator

29. Pay Rate

Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per Biweekly Pay Period

34. Position Occupied

1 - Competitive Service 3 - SES General  
2 - Excepted Service 4 - SES Career Development

35. FLSA Category

E

36. Appropriation Code

17/18 B 11A ZZZME8

37. Bargaining Unit Status

8888

38. Duty Station Code

11-0010-001

39. Duty Station

Washington, DC 20460

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

1 - USA 8 - Other

50. Veterans Status

51. Supervisory Status

S

(Not to be used by requesting office.)

| 1. Office/Function | Initials/Signature | Date | Office/Function | Initials/Signature | Date     |
|--------------------|--------------------|------|-----------------|--------------------|----------|
| A.                 |                    |      | D. Staff        | Ann Jackson        | 07-13-17 |
| B.                 |                    |      | E.              |                    |          |
| C.                 |                    |      | F.              |                    |          |

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Ann Jackson

Approval Date

07-13-17

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|
|-------------------|-------------------|----------------|---|

m39: Creditable Military Service: None

m40: Previous retirement coverage: Previously Covered

m45: Employee is automatically covered under FERS

E01: Appointment is indefinite.

222: This appt. does not confer eligibility to be noncompetitively converted to Career-Cond. or Career Appointment

222: This position is designated for Drug Testing

## NOTIFICATION OF PERSONNEL ACTION

|   |                      |   |                        |   |   |  |                                |                                    |                                 |  |                     |                               |  |                     |  |
|---|----------------------|---|------------------------|---|---|--|--------------------------------|------------------------------------|---------------------------------|--|---------------------|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |   |                        |   | 2. Social Security Number<br>[REDACTED]         |  | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>04/01/2018 |  |                     |                               |  |                     |  |
| <b>FIRST ACTION</b>   |                      |   |                        |   | <b>SECOND ACTION</b>                            |  |                                |                                    |                                 |  |                     |                               |  |                     |  |
| 5-A. Code<br>570  |                      | 5-B. Nature of Action<br>CONV TO EXC APPT |                        |   | 6-A. Code                                       |  | 6-B. Nature of Action          |                                    |                                 |  |                     |                               |  |                     |  |
| 5-C. Code<br>ZLM  |                      | 5-D. Legal Authority<br>P.L. 95-190       |                        |   | 6-C. Code                                       |  | 6-D. Legal Authority           |                                    |                                 |  |                     |                               |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                      |                        |   | 6-E. Code                                       |  | 6-F. Legal Authority           |                                    |                                 |  |                     |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |   |                        |   | 15. TO: Position Title and Number<br>[REDACTED] |  |                                |                                    |                                 |  |                     |                               |  |                     |  |
| 8. Pay Plan<br>GS   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>11                  | 11. Step or Rate<br>10 | 12. Total Salary<br>88450   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>AD   | 17. Occ. Code<br>0301          | 18. Grade or Level<br>00           | 19. Step or Rate<br>00          | 20. Total Salary/Award<br>114590   | 21. Pay Basis<br>PA |                               |  |                     |  |
| 12A. Basic Pay<br>68983   |                      | 12B. Locality Adj.<br>19467               |                        | 12C. Adj. Basic Pay<br>88450  |   | 12D. Other Pay<br>0  |                                | 20A. Basic Pay<br>89370            |                                 | 20B. Locality Adj.<br>25220  |                     | 20C. Adj. Basic Pay<br>114590 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON, DC  |                      |   |                        |   |   | 22. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON, DC             |                                |                                    |                                 |  |                     |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |   |                        |   |   |  |                                |                                    |                                 |  |                     |                               |  |                     |  |
| 23. Veterans Preference<br>1 - None<br>2 - 5 Points<br>3 - 10-Point/Disability<br>4 - 10-Point/Compensable<br>5 - 10-Point/Other<br>6 - 10-Point/Compensable/30%  |                      |   |                        |   |   | 24. Tenure<br>3<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite  |                                | 25. Agency Use                     |                                 | 26. Veterans Preference for RIF<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |                     |                               |  |                     |  |
| 27. FEGLI<br>[REDACTED]   |                      |   |                        |   |   | 28. Annuity Indicator<br>9 NOT APPLICABLE  |                                |                                    |                                 | 29. Pay Rate Determinant<br>0  |                     |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |   |                        | 31. Service Comp. Date (Leave)<br>03/13/2017  |   | 32. Work Schedule<br>F FULL-TIME   |                                |                                    |                                 | 33. Part-Time Hours Per Biweekly Pay Period  |                     |                               |  |                     |  |
| <b>POSITION DATA</b>  |                      |   |                        |   |   |  |                                |                                    |                                 |  |                     |                               |  |                     |  |
| 34. Position Occupied<br>2<br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Career Reserved   |                      |   |                        | 35. FLSA Category<br>E<br>E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code   |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888   |                     |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |   |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON, DISTRICT OF COLUMBIA |   |  |                                |                                    |                                 |  |                     |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                            |                        | 42. EDUC LVL 13   |   | 43. SUPV STAT 8  |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |  |                     |                               |  |                     |  |
| 45. Remarks<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>APPOINTMENT IS INDEFINITE.<br>OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711.<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY<br>CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT.<br>HEALTH BENEFITS COVERAGE CONTINUES. |                      |   |                        |   |   |  |                                |                                    |                                 |  |                     |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |   |                        |   |   | 50. Signature/Authentication and Title of Approving Official<br>180569043 / ELECTRONICALLY SIGNED BY:<br>JEREMY A. TAYLOR<br>HUMAN RESOURCES OFFICER |                                |                                    |                                 |  |                     |                               |  |                     |  |
| 47. Agency Code<br>EP06   |                      | 48. Personnel Office ID<br>3216           |                        | 49. Approval Date<br>04/01/2018   |   |  |                                |                                    |                                 |  |                     |                               |  |                     |  |

# REQUEST FOR PERSONNEL ACTION

## PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested

AD Appointment

3. For Additional Information Call (Name and Telephone Number)

2. Request Number

AO-2018-014

4. Proposed Effective Date

ASAP

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

Ryan T. Jackson, Chief of Staff

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

E. Scott Pruitt, Administrator

## PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

### FIRST ACTION

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

### SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

|                |                    |                     |                  |                  |               |
|----------------|--------------------|---------------------|------------------|------------------|---------------|
| 8. Pay Plan    | 9. Occ. Code       | 10. Grade or Level  | 11. Step or Rate | 12. Total Salary | 13. Pay Basis |
| GS             | 301                | 11                  | 10               | \$88,450.00      | PA            |
| 13A. Basic Pay | 13B. Locality Adj. | 13C. Adj. Basic Pay | 13D. Other Pay   |                  |               |

14. Name and Location of Position's Organization  
A0000000 - Environmental Protection Agency  
Office of the Administrator, Immediate Office

|                |                    |                     |                  |                         |               |
|----------------|--------------------|---------------------|------------------|-------------------------|---------------|
| 16. Pay Plan   | 17. Occ. Code      | 18. Grade or Level  | 19. Step or Rate | 20. Total Salary/Amount | 21. Pay Basis |
| AD             | 301                | 00                  |                  | \$114,590.00            | PA            |
| 20A. Basic Pay | 20B. Locality Adj. | 20C. Adj. Basic Pay | 20D. Other Pay   |                         |               |

22. Name and Location of Position's Organization  
A0000000 - Environmental Protection Agency  
Office of the Administrator, Immediate Office

### EMPLOYEE DATA

23. Veterans Preference

1 - None  
2 - 5 Points  
3 - 10 Points/Disability  
4 - 10 Points/Compensable  
5 - 10 Points/Other  
6 - 10 Points/Compensable (10%)

24. Tenure

6 - None  
1 - Permanent  
2 - Conditional  
3 - Indefinite

25. Agency Use

26. Veterans Preference for BIP

☐ YES ☐ NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part-Time Hours Per

Biweekly  
Pay Period

### POSITION DATA

34. Position Occupied

1 - Competitive Service  
2 - Excepted Service  
3 - SES General  
4 - SES Career Reserved

35. FLSA Category

U - Exempt  
N - Nonexempt

36. Appropriation Code

18/19 B 11A 000ME8

37. Bargaining Unit Status

38. Duty Station Code

11-0011-001

39. Duty Station (City - County - State or Overseas Location)

Washington, DC

40. AGENCY DATA

41.

42.

43.

44.

45. EDUCATIONAL LEVEL

46. YR. DEGREE ATTAINED

47. Academic Discipline

48. FUNCTIONAL CLASS

49. CITIZENSHIP

50. Veterans Era Vet

51. SUPERVISORY STATUS

1-USA 8-OTHER

### PART C - Reviews and Approvals (Not to be used by requesting office.)

I. Office/Function

Initials/Signature

Date

Office/Function

Initials/Signature

Date

A.

D.

B.

E.

C.

F.

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE

OVER

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME: [REDACTED]
- WORK PHONE:
- WORK EMAIL: [REDACTED]@epa.gov
- PLACE OF BIRTH: [REDACTED]

Resume Attached

CURRENT POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): SKC
- OFFICE: AO
- SUBOFFICE: [REDACTED]
- POSITION TITLE: [REDACTED]
- Is position being backfilled (Y/N/TBD): TBD

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD GS 14-1 (\$114,590)
- OFFICE: AO
- SUBOFFICE: [REDACTED]
- POSITION TITLE: [REDACTED]
- JOB DESCRIPTION: PDF Attached

AO-2018-014





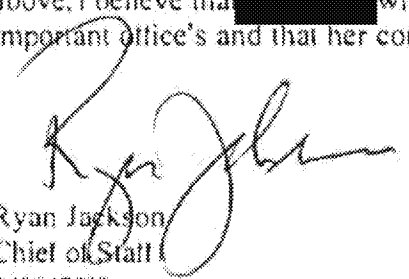
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
THE ADMINISTRATOR

MEMORANDUM

**SUBJECT:** Salary Justification for [REDACTED]  
**FROM:** Ryan Jackson, Chief of Staff  
**TO:** Donna Vizian, Acting Assistant Administrator  
Office of Administration and Resources Management

This memo will serve as a salary justification for [REDACTED] I'm approving the appointment of [REDACTED] at a salary equivalent to a Grade 14, Step 1 in the D.C. region [REDACTED] and is well respected throughout the agency. She has shown unparalleled work-ethic and organizational skills since she began. Based on the reason's listed above, I believe that [REDACTED] will have an immediate, positive impact on one of the agency's most important office's and that her compensation should reflect her value to the agency.

  
Ryan Jackson  
Chief of Staff

3/09/2018



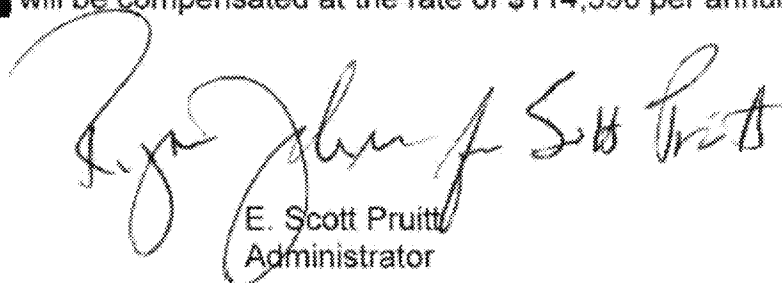
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

**MEMORANDUM FOR THE RECORD**

**SUBJECT:** Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of [REDACTED] to serve as [REDACTED]. [REDACTED] will be compensated at the rate of \$114,590 per annum.

  
E. Scott Pruitt  
Administrator

## Appendix C: Employee C

## NOTIFICATION OF PERSONNEL ACTION

|  |  |                                     |  |  |  |   |  |  |  |   |  |
|--|--|-------------------------------------|--|--|--|---|--|--|--|---|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |                                     |  | 2. Social Security Number<br>[REDACTED]  |  | 3. Date of Birth<br>[REDACTED]  |  | 4. Effective Date<br>05/07/2017        |  |   |  |
| <b>FIRST ACTION</b>  |  |                                     |  |  |  | <b>SECOND ACTION</b>  |  |  |  |   |  |
| 5-A. Code<br>170   |  | 5-B. Nature of Action<br>EXC APPT   |  |  |  | 6-A. Code   |  | 6-B. Nature of Action                  |  |   |  |
| 5-C. Code<br>ZLM   |  | 5-D. Legal Authority<br>P.L. 95-190 |  |  |  | 6-C. Code   |  | 6-D. Legal Authority                   |  |   |  |
| 5-E. Code  |  | 5-F. Legal Authority                |  |  |  | 6-E. Code   |  | 6-F. Legal Authority                   |  |   |  |
| 7. FROM: Position Title and Number   |  |                                     |  |  |  | 15. TO: Position Title and Number<br>[REDACTED]   |  |  |  |   |  |
| 8. Pay Plan  |  | 9. Occ. Code                        |  | 10. Grade or Level   |  | 11. Step or Rate  |  | 12. Total Salary                       |  | 13. Pay Basis                                     |  |
| AD   |  | 0301                                |  | 00   |  | 00  |  | 44941                                  |  | PA  |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.                  |  | 12C. Adj. Basic Pay  |  | 12D. Other Pay  |  | 20A. Basic Pay<br>35359                |  | 20B. Locality Adj.<br>9582                        |  |
|  |  |                                     |  |  |  |   |  | 20C. Adj. Basic Pay<br>44941           |  | 20D. Other Pay<br>0                               |  |
| 14. Name and Location of Position's Organization   |  |                                     |  |  |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC  |  |  |  |   |  |
| <b>EMPLOYEE DATA</b>   |  |                                     |  |  |  |   |  |  |  |   |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |                                     |  |  |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |  | 25. Agency Use                         |  | 26. Veterans Preference for RIF<br>YES X NO       |  |
| 27. FEGLI<br>[REDACTED]  |  |                                     |  |  |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |  |  |  | 29. Pay Rate Determinant<br>0                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |  |                                     |  | 31. Service Comp. Date (Leave)<br>05/07/2017   |  | 32. Work Schedule<br>F FULL-TIME  |  |  |  | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |  |
| <b>POSITION DATA</b>   |  |                                     |  |  |  |   |  |  |  |   |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |                                     |  | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |  | 36. Appropriation Code  |  |  |  | 37. Bargaining Unit Status<br>8888                |  |
| 38. Duty Station Code<br>11-0010-001   |  |                                     |  | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |  |   |  |  |  |   |  |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X                      |  | 42. EDUC LVL 13  |  | 43. SUPV STAT 8   |  | 44. POSITION SENSITIVITY MODERATE RISK |  |   |  |
| 45. Remarks<br>FROZEN SERVICE NONE<br>APPOINTMENT AFFIDAVIT EXECUTED 05/08/17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT.<br>APPOINTMENT IS INDEFINITE.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING |  |                                     |  |  |  |   |  |  |  |   |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |                                     |  |  |  | 50. Signature/Authentication and Title of Approving Official<br>170791017 / ELECTRONICALLY SIGNED BY:<br>BENJAMIN H. PEABODY<br>ACTG DIR, EXEC RESOURCES DIV, OHR |  |  |  |   |  |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216     |  | 49. Approval Date<br>05/04/2017  |  |   |  |  |  |   |  |

ECI: [REDACTED]

FPPS  
5/8/17SF 52 (E-Form 4.4)  
Rev. 7/81  
U.S. Office of Personnel Management  
FPMR Supp. 296-33, Subch. 3

SRO Approval

John E Reeder

## REQUEST FOR PERSONNEL ACTION

|  |  |                    |  |   |  |                          |  |                                |  |  |  |                       |  |
|--|--|--------------------|--|---|--|--------------------------|--|--------------------------------|--|--|--|-----------------------|--|
| 1. Actions Requested<br>Administratively Determined Appointment  |  |                    |  |   |  |                          |  |                                |  | 2. Request Number<br>IO-2017-088   |  |                       |  |
| 3. For Additional Information Call (Name and Telephone Number)<br>[REDACTED] (HR-[REDACTED])   |  |                    |  |   |  |                          |  |                                |  | Local Tracking No:   |  |                       |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson, Chief of Staff   |  |                    |  |   |  |                          |  |                                |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt, Administrator                                     |  |                       |  |
| 1. Name<br>[REDACTED]  |  |                    |  | 2. Social Security Number<br>[REDACTED] |  |                          |  | 3. Date of Birth<br>[REDACTED] |  | 4. Effective Date<br>5-7-17  |  |                       |  |
| 5-A. Code<br>170   |  |                    |  | 5-B. Nature of Action<br>Executed Appt. |  |                          |  | 6-A. Code                      |  |  |  | 6-B. Nature of Action |  |
| 5-C. Code<br>21M   |  |                    |  | 5-D. Legal Authority<br>P.L. 95-190     |  |                          |  | 6-C. Code                      |  |  |  | 6-D. Legal Authority  |  |
| 5-E. Code  |  |                    |  | 5-F. Legal Authority                    |  |                          |  | 6-E. Code                      |  |  |  | 6-F. Legal Authority  |  |
| 7. FROM: Position Title and Number   |  |                    |  |   |  |                          |  |                                |  | 15. TO: Position Title and Number  |  |                       |  |
| 8. Pay Plan<br>AD  |  |                    |  |   |  |                          |  |                                |  | 16. Pay Plan<br>AD   |  |                       |  |
| 9. Occ. Code<br>0301   |  |                    |  |   |  |                          |  |                                |  | 17. Occ. Code<br>0301  |  |                       |  |
| 10. Grade or Level<br>00   |  |                    |  |   |  |                          |  |                                |  | 18. Grade or Level<br>00   |  |                       |  |
| 11. Step or Rate<br>00   |  |                    |  |   |  |                          |  |                                |  | 19. Step or Rate<br>00   |  |                       |  |
| 12. Total Salary<br>\$44,941.00  |  |                    |  |   |  |                          |  |                                |  | 20. Total Salary/Award<br>\$44,941.00  |  |                       |  |
| 13. Pay Basis<br>PA  |  |                    |  |   |  |                          |  |                                |  | 21. Pay Basis<br>PA  |  |                       |  |
| 12A. Basic Pay   |  |                    |  |   |  |                          |  |                                |  | 20A. Basic Pay   |  |                       |  |
| 12B. Locality Adj.   |  |                    |  |   |  |                          |  |                                |  | 20B. Locality Adj.   |  |                       |  |
| 12C. Adj. Basic Pay  |  |                    |  |   |  |                          |  |                                |  | 20C. Adj. Basic Pay  |  |                       |  |
| 12D. Other Pay   |  |                    |  |   |  |                          |  |                                |  | 20D. Other Pay   |  |                       |  |
| 14. Name and Location of Position's Organization   |  |                    |  |   |  |                          |  |                                |  | 22. Name and Location of Position's Organization<br>A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office |  |                       |  |
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Non-Disability 6 - 10-Point/Non-Disability/Other            |  |                    |  |   |  |                          |  |                                |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |  |                       |  |
| 25. Agency Use   |  |                    |  |   |  |                          |  |                                |  | 26. Veterans Preference<br>YES NO RIF  |  |                       |  |
| 27. FEGLI  |  |                    |  |   |  |                          |  |                                |  | 28. Annuitant Indicator<br>9   |  |                       |  |
| 30. Retirement Plan<br>KF  |  |                    |  |   |  |                          |  |                                |  | 31. Service Comp. Date (Leave)   |  |                       |  |
| 32. Work Schedule<br>F   |  |                    |  |   |  |                          |  |                                |  | 33. Part Time Hours Per Biweekly Pay Period<br>00  |  |                       |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>4 - Executive Service 5 - SES Senior Executive   |  |                    |  |   |  |                          |  |                                |  | 35. FLSA Category<br>N   |  |                       |  |
| 36. Appropriation Code<br>1718 B 11A ZZZME8  |  |                    |  |   |  |                          |  |                                |  | 37. Bargaining Unit Status<br>8888   |  |                       |  |
| 38. Duty Station Code<br>11-0010-001   |  |                    |  |   |  |                          |  |                                |  | 39. Duty Station<br>Washington, DC   |  |                       |  |
| 40. Agency Date  |  |                    |  |   |  |                          |  |                                |  | 41.  |  |                       |  |
| 42.  |  |                    |  |   |  |                          |  |                                |  | 43.  |  |                       |  |
| 44.  |  |                    |  |   |  |                          |  |                                |  | 45. Educational Level<br>13  |  |                       |  |
| 46. Year Degree Attained   |  |                    |  |   |  |                          |  |                                |  | 47. Academic Discipline<br>520301  |  |                       |  |
| 48. Functional Class   |  |                    |  |   |  |                          |  |                                |  | 49. Citizenship<br>1 1 - USA 8 - Other   |  |                       |  |
| 50. Veterans Status<br>N   |  |                    |  |   |  |                          |  |                                |  | 51. Supervisory Status<br>N  |  |                       |  |
| 1. Office/Function   |  | Initials/Signature |  | Date                                    |  | Office/Function          |  | Initials/Signature             |  | Date   |  |                       |  |
| A.   |  | [Signature]        |  | 4/24/17                                 |  | D. Stetty                |  | [Signature]                    |  | 5/4/17   |  |                       |  |
| B. [Signature]   |  | [Signature]        |  |   |  | E.                       |  |                                |  |  |  |                       |  |
| C.   |  |                    |  |   |  | F.                       |  |                                |  |  |  |                       |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  |                    |  |   |  | Signature<br>[Signature] |  | Approval Date<br>5/4/17        |  |  |  |                       |  |

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 5/20/93  
NSN 7540-01-333-6239

ED\_002324A\_00006472-00030

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|
|-------------------|-------------------|----------------|---|

A30: This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.

E01: Appointment Indefinite

K18: Position at full performance level

M01: Appointment affidavit executed on

M39: Creditable military service: None

M40: Previous Retirement Coverage: None

M45: Employee is automatically covered under FERS.

Z66: This position is designated for Drug Testing.

05/08/2017

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

FPPS  
7/20/16

|  |  |                      |  |                          |   |                        |  |                              |  |  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
|--|--|----------------------|--|--------------------------|---|------------------------|--|------------------------------|--|--|--|---------------------|--|-----------------------|-----------------------|--------------------------|--|------------------------|--|---------------------------------------|--|---------------------|--|
| 1. Actions Requested<br>Conversion to Schedule C Appt.   |  |                      |  |                          |   |                        |  |                              |  | 2. Request Number<br>IO-2017-113   |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 3. For Additional Information Call (Name and Telephone Number)<br>[Redacted] (HR-[Redacted])   |  |                      |  |                          |   |                        |  |                              |  | Local Tracking No:<br>[Redacted]   |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson, Chief of Staff   |  |                      |  |                          |   |                        |  |                              |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt, Administrator                                     |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 1. Name<br>[Redacted]  |  |                      |  |                          |   |                        |  |                              |  | 2. Social Security Number<br>[Redacted]  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 3. Date of Birth<br>[Redacted]   |  |                      |  |                          |   |                        |  |                              |  | 4. Effective Date<br>07-16-17  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 5-A. Code<br>570   |  |                      |  |                          | 5-B. Nature of Action<br>Conv to Excepted Appt              |                        |  |                              |  | 6-A. Code  |  |                     |  |                       | 6-B. Nature of Action |                          |  |                        |  |                                       |  |                     |  |
| 5-C. Code<br>97m   |  |                      |  |                          | 5-D. Legal Authority<br>Sch C, 213.3324 Agency-Linque       |                        |  |                              |  | 6-C. Code  |  |                     |  |                       | 6-D. Legal Authority  |                          |  |                        |  |                                       |  |                     |  |
| 5-E. Code  |  |                      |  |                          | 5-F. Legal Authority<br>Schedule C Authority dated 07-13-17 |                        |  |                              |  | 6-E. Code  |  |                     |  |                       | 6-F. Legal Authority  |                          |  |                        |  |                                       |  |                     |  |
| 7. FROM: Position Title and Number<br>Same →   |  |                      |  |                          |   |                        |  |                              |  | 15. TO: Position Title and Number<br>[Redacted]  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 8. Pay Plan<br>AD  |  | 9. Occ. Code<br>0301 |  | 10. Grade or Level<br>00 |   | 11. Step or Rate<br>00 |  | 12. Total Salary<br>\$44,941 |  | 13. Pay Basis  |  | 16. Pay Plan<br>GS  |  | 17. Occ. Code<br>0301 |                       | 18. Grade or Level<br>07 |  | 19. Step or Rate<br>01 |  | 20. Total Salary/Award<br>\$44,941.00 |  | 21. Pay Basis<br>PA |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.   |  | 12C. Adj. Basic Pay      |   | 12D. Other Pay         |  | 20A. Basic Pay               |  | 20B. Locality Adj.   |  | 20C. Adj. Basic Pay |  | 20D. Other Pay        |                       |                          |  |                        |  |                                       |  |                     |  |
| 14. Name and Location of Position's Organization<br>Same →   |  |                      |  |                          |   |                        |  |                              |  | 22. Name and Location of Position's Organization<br>A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - R-Point 4 - 10-Point/Disability 6 - 10-Point/Disability/Other                    |  |                      |  |                          |   |                        |  |                              |  | 24. Tenure<br>0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 25. Agency Use   |  |                      |  |                          |   |                        |  |                              |  | 26. Veterans Preference<br>YES NO RIF  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 27. FEGLI  |  |                      |  |                          |   |                        |  |                              |  | 28. Annuitant Indicator  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 29. Pay Rate<br>Determinant  |  |                      |  |                          |   |                        |  |                              |  | 30. Retirement Plan  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 31. Service Comp. Date (Leave)   |  |                      |  |                          |   |                        |  |                              |  | 32. Work Schedule  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 33. Part Time Hours Per Biweekly Pay Period  |  |                      |  |                          |   |                        |  |                              |  | 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General 4 - SES Career Reserve<br>5 - Executive Service 6 - SES Career Reserve          |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 35. FLSA Category<br>N   |  |                      |  |                          |   |                        |  |                              |  | 36. Appropriation Code<br>1718 B 11A ZZZME8  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 37. Bargaining Unit Status<br>8888   |  |                      |  |                          |   |                        |  |                              |  | 38. Duty Station Code  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 39. Duty Station<br>Washington, DC   |  |                      |  |                          |   |                        |  |                              |  | 40. Agency Data  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 41.  |  |                      |  |                          |   |                        |  |                              |  | 42.  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 43.  |  |                      |  |                          |   |                        |  |                              |  | 44.  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 45. Educational Level  |  |                      |  |                          |   |                        |  |                              |  | 46. Year Degree Attained   |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 47. Academic Discipline  |  |                      |  |                          |   |                        |  |                              |  | 48. Functional Class   |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 49. Citizenship<br>1 - USA 8 - Other   |  |                      |  |                          |   |                        |  |                              |  | 50. Veterans Status  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 51. Supervisory Status<br>N  |  |                      |  |                          |   |                        |  |                              |  |  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 1. Office/Function   |  | Initials/Signature   |  | Date                     |   | Office/Function        |  | Initials/Signature           |  | Date   |  | Office/Function     |  | Initials/Signature    |                       | Date                     |  |                        |  |                                       |  |                     |  |
| A.   |  | [Signature]          |  | [Date]                   |   | D. Staff               |  | [Signature]                  |  | 07-19-17   |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| B.   |  |                      |  |                          |   | E.                     |  |                              |  |  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| C.   |  |                      |  |                          |   | F.                     |  |                              |  |  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  |                      |  |                          |   |                        |  |                              |  | Signature<br>[Signature]   |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |
|  |  |                      |  |                          |   |                        |  |                              |  | Approval Date<br>07-19-17  |  |                     |  |                       |                       |                          |  |                        |  |                                       |  |                     |  |

CONTINUED ON NEXT PAGE

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES☐ NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

**PART F - Remarks for SF 50**

M39: Creditable Military Service: NONE

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

M38: Frozen Service: 00-00

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.



## NOTIFICATION OF PERSONNEL ACTION

|   |                      |   |                        |   |   |  |                                |                                    |                                 |   |   |                              |  |                     |  |
|---|----------------------|---|------------------------|---|---|--|--------------------------------|------------------------------------|---------------------------------|---|---|------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |   |                        |   | 2. Social Security Number<br>[REDACTED]         |  | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>02/18/2018 |   |   |                              |  |                     |  |
| <b>FIRST ACTION</b>   |                      |   |                        |   | <b>SECOND ACTION</b>                            |  |                                |                                    |                                 |   |   |                              |  |                     |  |
| 5-A. Code<br>570  |                      | 5-B. Nature of Action<br>CONV TO EXC APPT |                        |   | 6-A. Code                                       |  | 6-B. Nature of Action          |                                    |                                 |   |   |                              |  |                     |  |
| 5-C. Code<br>ZLM  |                      | 5-D. Legal Authority<br>P.L. 95-190       |                        |   | 6-C. Code                                       |  | 6-D. Legal Authority           |                                    |                                 |   |   |                              |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                      |                        |   | 6-E. Code                                       |  | 6-F. Legal Authority           |                                    |                                 |   |   |                              |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |   |                        |   | 15. TO: Position Title and Number<br>[REDACTED] |  |                                |                                    |                                 |   |   |                              |  |                     |  |
| 8. Pay Plan<br>GS   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>07                  | 11. Step or Rate<br>01 | 12. Total Salary<br>45972   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>AD   | 17. Occ. Code<br>0301          | 18. Grade or Level<br>00           | 19. Step or Rate<br>00          | 20. Total Salary/Award<br>56233                   | 21. Pay Basis<br>PA                         |                              |  |                     |  |
| 12A. Basic Pay<br>35854   |                      | 12B. Locality Adj.<br>10118               |                        | 12C. Adj. Basic Pay<br>45972  |   | 12D. Other Pay<br>0  |                                | 20A. Basic Pay<br>43857            |                                 | 20B. Locality Adj.<br>12376                       |   | 20C. Adj. Basic Pay<br>56233 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC   |                      |   |                        |   |   | 22. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC              |                                |                                    |                                 |   |   |                              |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |   |                        |   |   |  |                                |                                    |                                 |   |   |                              |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%   |                      |   |                        |   |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                                |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                              |  |                     |  |
| 27. FEGLI<br>[REDACTED]   |                      |   |                        |   |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |                                |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                              |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |   |                        | 31. Service Comp. Date (Leave)<br>05/07/2017  |   | 32. Work Schedule<br>F FULL-TIME   |                                |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                              |  |                     |  |
| <b>POSITION DATA</b>  |                      |   |                        |   |   |  |                                |                                    |                                 |   |   |                              |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved  |                      |   |                        | 35. FLSA Category<br>N E - Exempt<br>N - Nonexempt  |   | 36. Appropriation Code   |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                              |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |   |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON, DISTRICT OF COLUMBIA |   |  |                                |                                    |                                 |   |   |                              |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                            |                        | 42. EDUC LVL 13   |   | 43. SUPV STAT 8  |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                              |  |                     |  |
| 45. Remarks<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>APPOINTMENT IS INDEFINITE.<br>OPF MAINTAINED BY U.S. EPA, HRMD, MD C639-02, RTP, NC 27711<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT. |                      |   |                        |   |   |  |                                |                                    |                                 |   |   |                              |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |   |                        |   |   | 50. Signature/Authentication and Title of Approving Official<br>180483764 / ELECTRONICALLY SIGNED BY:<br>JEREMY A. TAYLOR<br>HUMAN RESOURCES OFFICER |                                |                                    |                                 |   |   |                              |  |                     |  |
| 47. Agency Code<br>EP00   |                      | 48. Personnel Office ID<br>3216           |                        | 49. Approval Date<br>02/18/2018   |   |  |                                |                                    |                                 |   |   |                              |  |                     |  |

# REQUEST FOR PERSONNEL ACTION

1. Action Requested  
**Conversion - AD Appt.**

2. Request Number  
**IO-2018-035**

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)  
**Ryan T. Jackson, Chief of Staff**

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)  
**E. Scott Pruitt, Administrator**

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

**570 Conv to Exc Appt.**  
**21m P.L. 95-190**

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan  
**GS**

9. Org Code  
**0301**

10. Grade or Level  
**07**

11. Step or Rate  
**01**

12. Total Salary  
**\$45,972**

13. Pay Basis  
**PA**

11A. Basic Pay

11B. Locality Adj

11C. Adj. Basic Pay

11D. Other Pay

14. Name and Location of Position's Organization  
**US, EPA - OFFICE OF THE ADMINISTRATOR  
IMMEDIATE OFFICE A0000000**

16. Pay Plan  
**AD**

17. Org Code  
**0301**

18. Grade or Level  
**00**

19. Step or Rate  
**00**

20. Total Salary/Board  
**\$56,233**

21. Pay Basis  
**PA**

22. Name and Location of Position's Organization  
**US, EPA - OFFICE OF THE ADMINISTRATOR  
IMMEDIATE OFFICE A0000000**

23. Veterans Preference

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/30%

24. Tenure

0 - None

1 - Permanent

2 - Conditional

3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

☐ YES ☒ NO

27. REGU

28. Annuitant Indicator

29. Pay Rate Determinant

30. Requirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part-Time Hours Per

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

N

H - Exempt

N - Nonexempt

36. Appropriation Code

2018/2019 B 11A 000ME8

37. Bargaining Unit Status

8888

38. Duty Station Code

11-0010-001

39. Duty Station (City - County - State or Overseas Location)

WASHINGTON, DC

40. AGENCY DATA

41.

42.

43.

44.

45. EDUCATIONAL LEVEL

46. YR/DEGREE ATTAINED

47. Academic Discipline

48. FUNCTIONAL CLASS

49. CITIZENSHIP

1-USA 8-OTHER

50. Vietnam Era Vet

51. SUPERVISORY STATUS

N

| 1. Office/Function | Initials/Signature | Date | Office/Function | Initials/Signature | Date |
|--------------------|--------------------|------|-----------------|--------------------|------|
| A.                 |                    |      | D.              |                    |      |
| B.                 |                    |      | E.              |                    |      |
| C.                 |                    |      | F.              |                    |      |

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature: **Paluca Moore**

Approval Date: **8/15/2018**

CONTINUED ON REVERSE

OVER

52-118

(Note to Supervisors: If you are a supervisor, you must complete this form if you are terminating an employee for cause, or if the employee is resigning or retiring. If the employee is resigning or retiring, you must complete this form on a separate sheet and attach it to the employee's personnel file.)

☐ YES ☐ NO

OGE 450 Not Required

OGE 450 Required

Signed: \_\_\_\_\_ DEO

#### Employee Acknowledgment

You are requested to furnish specific reasons for your resignation or retirement and a forwarding address. This information is used in any future decision regarding your re-employment. The information is also used to determine your eligibility for unemployment compensation benefits. If you are a Federal employee, you are requested to furnish the following information:

This information is requested under the provisions of Sections 201, 3301, and 8402 of title 5, U.S. Code. Sections 201 and 3301 of title 5, U.S. Code, require the Federal Government to issue regulations.

with regard to employment of individuals in the Federal service and their records, while local and State agencies to furnish the specific reason for termination of Federal employees to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in the following: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (Part I): Your reasons are used to determine your eligibility for unemployment benefits. Please be specific and avoid generalization. This resignation/retirement is effective at the end of the day \_\_\_\_\_ (unless you specify otherwise.)

2. Effective Date \_\_\_\_\_ 3. Your Signature \_\_\_\_\_ 4. Date Signed \_\_\_\_\_ 5. Forwarding Address (Number, Street, City, State, ZIP Code) \_\_\_\_\_

M39: Creditability military service: none

M45: Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE

M40: Previous Retirement Coverage: previously covered

K18: Position is at the full performance level

M38: Frozen service: 0000

E01: Appointment is Indefinite

ZZZ: This appointment does not confer eligibility to be noncompetitively

Converted to career-conditional or career appointment.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

February 6, 2018

OFFICE OF  
ADMINISTRATIVE  
MANAGEMENT

[REDACTED]

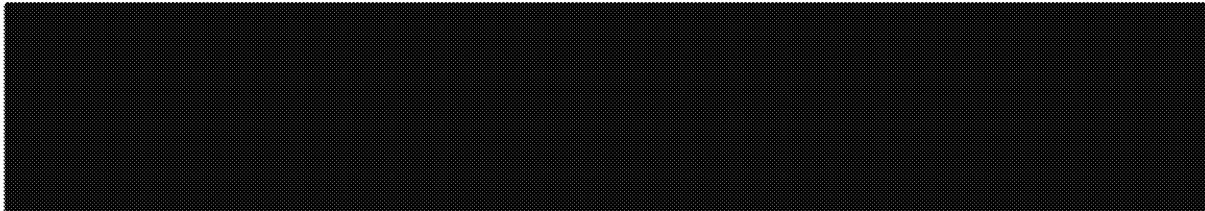
Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as [REDACTED] Office of the Administrator. This position is in the Immediate Office of the Administrator; Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$56,233 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your annual salary will increase to the amount of \$56,233.
- ▶ Your immediate supervisor will be [REDACTED] Office of the Administrator; your second level supervisor will be Ryan Jackson, Chief of Staff to the Administrator; and
- ▶ You will continue to work a full-time schedule.

Benefits



We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on [REDACTED]

Sincerely,

[REDACTED]  
Executive Resources Staff  
Office of Human Resources



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the  
Appointment of [REDACTED] in the Office of Administrator.

[REDACTED] will be compensated at the rate of ~~\$61,926.00~~ per annum.

\$56,233.00 *CSM*

*E. Scott Pruitt*  
E. Scott Pruitt  
Administrator



Printed on Recycled Paper

## Appendix D: Employee D

## NOTIFICATION OF PERSONNEL ACTION

|   |  |                                      |  |                                 |  |                     |                                |   |   |  |  |
|---|--|--------------------------------------|--|---------------------------------|--|---------------------|--------------------------------|---|---|--|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |  |                                      |  |                                 | 2. Social Security Number<br>[REDACTED]  |                     | 3. Date of Birth<br>[REDACTED] |   | 4. Effective Date<br>03/26/2017             |  |  |
| <b>FIRST ACTION</b>   |  |                                      |  |                                 | <b>SECOND ACTION</b>   |                     |                                |   |   |  |  |
| 5-A. Code<br>170  |  | 5-B. Nature of Action<br>EXC APPT    |  |                                 | 6-A. Code  |                     | 6-B. Nature of Action          |   |   |  |  |
| 5-C. Code<br>ZLM  |  | 5-D. Legal Authority<br>P. L. 95-190 |  |                                 | 6-C. Code  |                     | 6-D. Legal Authority           |   |   |  |  |
| 5-E. Code   |  | 5-F. Legal Authority                 |  |                                 | 6-E. Code  |                     | 6-F. Legal Authority           |   |   |  |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |  |                                      |  |                                 | 1. [REDACTED]  |                     |                                |   |   |  |  |
| 8. Pay Plan<br>AD   |  | 9. Occ. Code<br>0301                 | 10. Grade or Level<br>00   | 11. Step or Rate<br>00          | 12. Total Salary/Award<br>130692   |                     | 21. Pay Basis<br>PA            |   |   |  |  |
| 12A. Basic Pay<br>102826  |  | 12B. Locality Adj.<br>27866          |  | 12C. Adj. Basic Pay<br>130692   |  | 12D. Other Pay<br>0 |                                |   |   |  |  |
| 14. Name and Location of Position's Organization  |  |                                      |  |                                 | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC                                 |                     |                                |   |   |  |  |
| <b>EMPLOYEE DATA</b>  |  |                                      |  |                                 |  |                     |                                |   |   |  |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%   |  |                                      |  |                                 | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                     | 25. Agency Use                 |   | 26. Veterans Preference for RIF<br>YES X NO |  |  |
| 27. FEGLI<br>[REDACTED]   |  |                                      |  |                                 | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |                     |                                | 29. Pay Rate Determinant<br>0                     |   |  |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |  |                                      | 31. Service Comp. Date (Leave)<br>03/26/2017   |                                 | 32. Work Schedule<br>F FULL-TIME   |                     |                                | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |  |  |
| <b>POSITION DATA</b>  |  |                                      |  |                                 |  |                     |                                |   |   |  |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved  |  |                                      | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |                                 | 36. Appropriation Code   |                     |                                | 37. Bargaining Unit Status<br>8888                |   |  |  |
| 38. Duty Station Code<br>11-0010-001  |  |                                      | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |                                 |  |                     |                                |   |   |  |  |
| 40. Agency Data<br>FUNC CLS 00  |  | 41. VET STAT X                       |  | 42. EDUC LVL 17                 |  | 43. SUPV STAT 8     |                                | 44. POSITION SENSITIVITY MODERATE RISK            |   |  |  |
| 45. Remarks<br>FROZEN SERVICE NONE<br>APPOINTMENT AFFIDAVIT EXECUTED 03-26-17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>APPOINTMENT IS INDEFINITE.<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT |  |                                      |  |                                 |  |                     |                                |   |   |  |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |  |                                      |  |                                 | 50. Signature/Authentication and Title of Approving Official<br>170633719 / ELECTRONICALLY SIGNED BY:<br>SUZANNE L. ROBERTS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                     |                                |   |   |  |  |
| 47. Agency Code<br>EP00   |  | 48. Personnel Office ID<br>3216      |  | 49. Approval Date<br>03/27/2017 |  |                     |                                |   |   |  |  |



FPS  
3/21/17

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |   |  |                       |
|--|---|--|-----------------------|
| 1. Actions Requested<br>Administratively Determined Appt.  |   | 2. Request Number<br>10-2017-078   |                       |
| 3. For Additional Information Call (Name and Telephone Number)<br>(HR- )   |   | Local Tracking No:<br>4. Proposed Effective Date<br>03/27/2017   |                       |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson, Chief of Staff   |   | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Brubaker, Administrator, EPA        |                       |
| 1. Name  |   | 2. Social Security Number  |                       |
| 3. Date of Birth   |   | 4. Effective Date<br>03-26-17  |                       |
| 5-A. Code<br>17D   | 5-B. Nature of Action<br>Excepted Appt. | 6-A. Code  | 6-B. Nature of Action |
| 5-C. Code<br>ZLM   | 5-D. Legal Authority<br>P.H. 95-190     | 6-C. Code  | 6-D. Legal Authority  |
| 5-E. Code  | 5-F. Legal Authority                    | 6-E. Code  | 6-F. Legal Authority  |
| 7. FROM: Position Title and Number   |   | 15. TO: Position Title and Number  |                       |
| 8. Pay Plan  | 9. Occ. Code                            | 10. Grade or Level   | 11. Step or Rate      |
| 12. Total Salary   | 13. Pay Basis                           | 16. Pay Plan   | 17. Occ. Code         |
| 18. Grade or Level   | 19. Step or Rate                        | 20. Total Salary/Award   | 21. Pay Basis         |
| 12A. Basic Pay   | 12B. Locality Adj.                      | 12C. Adj. Basic Pay  | 12D. Other Pay        |
| 20A. Basic Pay   | 20B. Locality Adj.                      | 20C. Adj. Basic Pay  | 20D. Other Pay        |
| 14. Name and Location of Position's Organization   |   | 22. Name and Location of Position's Organization<br>ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs |                       |
| 23. Veterans Preference<br>1 - None<br>2 - 5 Point<br>3 - 10 Point/Disability<br>4 - 15 Point/Annuitant<br>5 - 10 Point/Other<br>6 - 15 Point/Annuitant/Other          |   | 24. Tenure<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite   |                       |
| 25. Agency Use   |   | 26. Veterans Preference<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF                           |                       |
| 27. FEGLI  |   | 28. Annuitant Indicator  |                       |
| 30. Retirement Plan<br>KE  |   | 31. Service Comp. Date (Leave)<br>03/26/17   |                       |
| 32. Work Schedule<br>F   |   | 33. Pay Rate<br>6  |                       |
| 34. Position Occupied<br>2   |   | 35. FLSA Category<br>E   |                       |
| 36. Appropriation Code<br>17/18 B 11H ZZZME8   |   | 37. Bargaining Unit Status<br>8888   |                       |
| 38. Duty Station Code<br>11-DD10-001   |   | 39. Duty Station<br>Washington, DC 20460   |                       |
| 40. Agency Data  |   | 41.  |                       |
| 42.  |   | 43.  |                       |
| 44.  |   | 45. Educational Level<br>17  |                       |
| 46. Year Degree Attained   |   | 47. Academic Discipline<br>451001  |                       |
| 48. Functional Class   |   | 49. Citizenship<br>1 - USA 8 - Other   |                       |
| 50. Veterans Status<br>A   |   | 51. Supervisory Status<br>N  |                       |
| 1. Office/Function   |   | Initials/Signature   |                       |
| Date   |   | Office/Function  |                       |
| Initials/Signature   |   | Date   |                       |
| A.   |   | D. Staff   |                       |
| B. PSB   |   | E.   |                       |
| C.   |   | F.   |                       |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |   | Signature<br>Cecilia Garcia  |                       |
| Approval Date<br>3/24/17   |   |  |                       |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

M01: Appointment Affidavit executed: \_\_\_\_\_

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

|  |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
|--|----------------------|--|------------------------|--|---|---|--------------------------------|------------------------------------|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |                      |  |                        |  | 2. Social Security Number<br>[REDACTED]         |   | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>05/14/2017 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>  |                      |  |                        |  | <b>SECOND ACTION</b>                            |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>570   |                      | 5-B. Nature of Action<br>CONV TO EXC APPT                |                        |  | 6-A. Code                                       |   | 6-B. Nature of Action          |                                    |                                 |   |   |                               |  |                     |  |
| 5-C. Code<br>Y7M   |                      | 5-D. Legal Authority<br>SCH C, 213.33SCH C, 213.3313 AGE |                        |  | 6-C. Code                                       |   | 6-D. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 5-E. Code  |                      | 5-F. Legal Authority                                     |                        |  | 6-E. Code                                       |   | 6-F. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]   |                      |  |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>AD  | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00                                 | 11. Step or Rate<br>00 | 12. Total Salary<br>130692   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>GS  | 17. Occ. Code<br>0301          | 18. Grade or Level<br>14           | 19. Step or Rate<br>06          | 20. Total Salary/Award<br>130692                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>102826   |                      | 12B. Locality Adj.<br>27866                              |                        | 12C. Adj. Basic Pay<br>130692  |   | 12D. Other Pay<br>0   |                                | 20A. Basic Pay<br>102826           |                                 | 20B. Locality Adj.<br>27866                       |   | 20C. Adj. Basic Pay<br>130692 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC   |                      |  |                        |  |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC                                  |                                |                                    |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>   |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |                      |  |                        |  |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |                                |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. FEGLI<br>[REDACTED]  |                      |  |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                                |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |                      |  |                        | 31. Service Comp. Date (Leave)<br>03/26/2017   |   | 32. Work Schedule<br>F FULL-TIME  |                                |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>   |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |                      |  |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code  |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001   |                      |  |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00   |                      | 41. VET STAT X   |                        | 42. EDUC LVL 17  |   | 43. SUPV STAT 2   |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>FROZEN SERVICE NONE<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOIMPETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT<br>APPOINTMENT IS INDEFINITE. |                      |  |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |                      |  |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>170893972 / ELECTRONICALLY SIGNED BY:<br>BENJAMIN H. PEABODY<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                |                                    |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00  |                      | 48. Personnel Office ID<br>3216                          |                        | 49. Approval Date<br>05/15/2017  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |  |  |  |                                      |  |
|--|--|--|--|--------------------------------------|--|
| 1. Actions Requested<br><i>Conversion ID</i>   |  | Schedule C Appointment   |  | 2. Request Number<br>OPA-2017-010    |  |
| 3. For Additional Information Call (Name and Telephone Number)<br>(HR- )   |  | Local Tracking No:   |  | 4. Proposed Effective Date<br>ASAP   |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson Chief of Staff <i>[Signature]</i> 4/15/17                                   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt, Administrator, EPA <i>[Signature]</i> |  |                                      |  |
| 1. Name  |  | 2. Social Security Number  |  | 3. Date of Birth                     |  |
| 1. Name  |  | 2. Social Security Number  |  | 3. Date of Birth                     |  |
| 5-A. Code<br>370   |  | 5-B. Nature of Action<br>Conv to Excepted Appt   |  | 6-A. Code                            |  |
| 5-C. Code<br>Y7m   |  | 5-D. Legal Authority<br>Sch C, 213.3313. Agency-unique   |  | 6-B. Nature of Action                |  |
| 5-E. Code  |  | 5-F. Legal Authority<br>Schedule C Authority   |  | 6-C. Code                            |  |
| 5-E. Code  |  | 5-F. Legal Authority   |  | 6-D. Legal Authority                 |  |
| 7. FROM: Position Title and Number   |  | 15. TO: Position Title and Number  |  |                                      |  |
| 7. FROM: Position Title and Number   |  | 15. TO: Position Title and Number  |  |                                      |  |
| 8. Pay Plan<br>AD  |  | 9. Occ. Code<br>0301   |  | 10. Grade or Level<br>00             |  |
| 8. Pay Plan  |  | 9. Occ. Code   |  | 10. Grade or Level                   |  |
| 11. Step or Rate<br>00   |  | 12. Total Salary   |  | 13. Pay Basis                        |  |
| 11. Step or Rate   |  | 12. Total Salary   |  | 13. Pay Basis                        |  |
| 16. Pay Plan<br>GS   |  | 17. Occ. Code<br>0301  |  | 18. Grade or Level<br>14             |  |
| 16. Pay Plan   |  | 17. Occ. Code  |  | 18. Grade or Level                   |  |
| 19. Step or Rate<br>6  |  | 20. Total Salary/Award<br>\$130,692  |  | 21. Pay Basis<br>PA                  |  |
| 19. Step or Rate   |  | 20. Total Salary/Award   |  | 21. Pay Basis                        |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.   |  | 12C. Adj. Basic Pay                  |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.   |  | 12C. Adj. Basic Pay                  |  |
| 12D. Other Pay   |  | 20A. Basic Pay   |  | 20B. Locality Adj.                   |  |
| 12D. Other Pay   |  | 20A. Basic Pay   |  | 20B. Locality Adj.                   |  |
| 20C. Adj. Basic Pay  |  | 20D. Other Pay   |  | 20C. Adj. Basic Pay                  |  |
| 20D. Other Pay   |  | 20C. Adj. Basic Pay  |  | 20D. Other Pay                       |  |
| 14. Name and Location of Position's Organization<br><i>Same</i>  |  | 22. Name and Location of Position's Organization<br>AOG00000 - US EPA, Office of the Administrator, Office of Public Affairs           |  |                                      |  |
| 14. Name and Location of Position's Organization   |  | 22. Name and Location of Position's Organization   |  |                                      |  |
| 23. Veterans Preference<br>1 - None<br>2 - 5 Point<br>3 - 10 Point/Disability<br>4 - 15 Point/Other  |  | 24. Tenure<br>1 - None<br>2 - Conditional<br>3 - Permanent<br>4 - Indefinite   |  | 25. Agency Use                       |  |
| 23. Veterans Preference  |  | 24. Tenure   |  | 25. Agency Use                       |  |
| 26. Veterans Preference<br>YES NO RIF  |  | 27. FEGLI  |  | 28. Pay Rate<br>Determinant          |  |
| 26. Veterans Preference  |  | 27. FEGLI  |  | 28. Pay Rate                         |  |
| 30. Retirement Plan  |  | 31. Service Comp. Date (Leave)   |  | 32. Work Schedule                    |  |
| 30. Retirement Plan  |  | 31. Service Comp. Date (Leave)   |  | 32. Work Schedule                    |  |
| 33. Part Time Hours Per Biweekly Pay Period  |  | 34. Position Occupied<br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Senior Executive                |  | 35. FLSA Category<br>E               |  |
| 33. Part Time Hours Per Biweekly Pay Period  |  | 34. Position Occupied  |  | 35. FLSA Category                    |  |
| 36. Appropriation Code<br>17/18 B 11H ZZZME8   |  | 37. Bargaining Unit Status<br>8888   |  | 38. Duty Station Code<br>17-0010-001 |  |
| 36. Appropriation Code   |  | 37. Bargaining Unit Status   |  | 38. Duty Station Code                |  |
| 39. Duty Station<br>Washington, DC 20460   |  | 40. Agency Data  |  | 41.                                  |  |
| 39. Duty Station   |  | 40. Agency Data  |  | 41.                                  |  |
| 42.  |  | 43.  |  | 44.                                  |  |
| 42.  |  | 43.  |  | 44.                                  |  |
| 45. Educational Level  |  | 46. Year Degree Attained   |  | 47. Academic Discipline              |  |
| 45. Educational Level  |  | 46. Year Degree Attained   |  | 47. Academic Discipline              |  |
| 48. Functional Class   |  | 49. Citizenship<br>1 - USA 2 - Other   |  | 50. Veterans Status                  |  |
| 48. Functional Class   |  | 49. Citizenship  |  | 50. Veterans Status                  |  |
| 51. Supervisory Status<br>S  |  | 1. Office/Function   |  | Initials/Signature                   |  |
| 51. Supervisory Status   |  | 1. Office/Function   |  | Initials/Signature                   |  |
| Date   |  | Office/Function  |  | Initials/Signature                   |  |
| Date   |  | Office/Function  |  | Initials/Signature                   |  |
| A. <i>[Signature]</i> 5.15.17  |  | D. <i>[Signature]</i>  |  | E. <i>[Signature]</i>                |  |
| A. <i>[Signature]</i> 5.15.17  |  | D. <i>[Signature]</i>  |  | E. <i>[Signature]</i>                |  |
| B. PSB <i>[Signature]</i> 4/12/17  |  | F. <i>[Signature]</i>  |  | Approval Date<br>5.15.17             |  |
| B. PSB <i>[Signature]</i> 4/12/17  |  | F. <i>[Signature]</i>  |  | Approval Date                        |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  | Signature<br><i>[Signature]</i>  |  | Approval Date<br>5.15.17             |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  | Signature  |  | Approval Date                        |  |

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 are Not Usable After 8/30/93  
NSN 7540-01-333-6239

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

|  |  |   |                          |  |   |                                  |                                |  |                                 |   |                       |                               |                        |   |  |                     |
|--|--|---|--------------------------|--|---|----------------------------------|--------------------------------|--|---------------------------------|---|-----------------------|-------------------------------|------------------------|---|--|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |   |                          |  | 2. Social Security Number<br>[REDACTED]         |                                  | 3. Date of Birth<br>[REDACTED] |  | 4. Effective Date<br>08/13/2017 |   |                       |                               |                        |   |  |                     |
| <b>FIRST ACTION</b>  |  |   |                          |  | <b>SECOND ACTION</b>                            |                                  |                                |  |                                 |   |                       |                               |                        |   |  |                     |
| 5-A. Code<br>546   |  | 5-B. Nature of Action<br>CONV TO SES NONCAREER APPT   |                          |  | 6-A. Code                                       |                                  | 6-B. Nature of Action          |  |                                 |   |                       |                               |                        |   |  |                     |
| 5-C. Code<br>V4L   |  | 5-D. Legal Authority<br>5 U.S.C. 3394(A) NONCAREER    |                          |  | 6-C. Code                                       |                                  | 6-D. Legal Authority           |  |                                 |   |                       |                               |                        |   |  |                     |
| 5-E. Code<br>AWM   |  | 5-F. Legal Authority<br>NON CAREER OPM FORM1652 80917 |                          |  | 6-E. Code                                       |                                  | 6-F. Legal Authority           |  |                                 |   |                       |                               |                        |   |  |                     |
| 7. FROM: Position Title and Number<br>[REDACTED]   |  |   |                          |  | 15. TO: Position Title and Number<br>[REDACTED] |                                  |                                |  |                                 |   |                       |                               |                        |   |  |                     |
| 8. Pay Plan<br>GS  |  | 9. Occ. Code<br>0301                                  | 10. Grade or Level<br>14 | 11. Step or Rate<br>06   | 12. Total Salary<br>130692                      |                                  | 13. Pay Basis<br>PA            |  | 16. Pay Plan<br>ES              |   | 17. Occ. Code<br>0340 | 18. Grade or Level<br>00      | 19. Step or Rate<br>00 | 20. Total Salary/Award<br>161900            |  | 21. Pay Basis<br>PA |
| 12A. Basic Pay<br>102826   |  | 12B. Locality Adj.<br>27866                           |                          | 12C. Adj. Basic Pay<br>130692  |   | 12D. Other Pay<br>0              |                                | 20A. Basic Pay<br>161900   |                                 | 20B. Locality Adj.<br>0                           |                       | 20C. Adj. Basic Pay<br>161900 |                        | 20D. Other Pay<br>0                         |  |                     |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC   |  |   |                          |  |   |                                  |                                | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC                               |                                 |   |                       |                               |                        |   |  |                     |
| <b>EMPLOYEE DATA</b>   |  |   |                          |  |   |                                  |                                |  |                                 |   |                       |                               |                        |   |  |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |   |                          |  |   |                                  |                                | 24. Tenure<br>0 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                                 |   |                       | 25. Agency Use                |                        | 26. Veterans Preference for RIF<br>YES X NO |  |                     |
| 27. FEGLI<br>[REDACTED]  |  |   |                          |  |   |                                  |                                | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |                                 |   |                       | 29. Pay Rate Determinant<br>0 |                        |   |  |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |  |   |                          | 31. Service Comp. Date (Leave)<br>03/26/2017   |   | 32. Work Schedule<br>F FULL-TIME |                                |  |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                       |                               |                        |   |  |                     |
| <b>POSITION DATA</b>   |  |   |                          |  |   |                                  |                                |  |                                 |   |                       |                               |                        |   |  |                     |
| 34. Position Occupied<br>3 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |   |                          | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code           |                                |  |                                 | 37. Bargaining Unit Status<br>8888                |                       |                               |                        |   |  |                     |
| 38. Duty Station Code<br>11-0010-001   |  |   |                          | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |                                  |                                |  |                                 |   |                       |                               |                        |   |  |                     |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X  |                          | 42. EDUC LVL 17  |   | 43. SUPV STAT 2                  |                                | 44. POSITION SENSITIVITY HIGH RISK   |                                 |   |                       |                               |                        |   |  |                     |
| 4. [REDACTED]<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.<br>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NON-COMPETITIVELY |  |   |                          |  |   |                                  |                                |  |                                 |   |                       |                               |                        |   |  |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |   |                          |  |   |                                  |                                | 50. Signature/Authentication and Title of Approving Official<br>171580091 / ELECTRONICALLY SIGNED BY:<br>VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                 |   |                       |                               |                        |   |  |                     |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216                       |                          | 49. Approval Date<br>08/24/2017  |   |                                  |                                |  |                                 |   |                       |                               |                        |   |  |                     |

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |  |   |  |
|--|--|---|--|
| 1. Actions Requested<br><b>Conversion to Non Career SES Appt.</b>  |  | 2. Request Number<br><b>OPA-2017-016</b>  |  |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>(HR- )</b>  |  | 4. Proposed Effective Date<br><b>ASAP</b>   |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson Chief of Staff</b>   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt, Administrator, EPA</b>          |  |
| 1. Name<br><b>[Redacted]</b>   |  | 2. Social Security Number<br><b>[Redacted]</b>  |  |
| 3. Date of Birth<br><b>[Redacted]</b>  |  | 4. Effective Date<br><b>08-13-17</b>  |  |
| 5-A. Code<br><b>546</b>  |  | 5-B. Nature of Action<br><b>Conv to SES Non-career Appt</b>   |  |
| 5-C. Code<br><b>546</b>  |  | 5-D. Legal Authority<br><b>5 U.S.C. 3394CA)</b>   |  |
| 5-E. Code<br><b>AWM</b>  |  | 5-F. Legal Authority<br><b>non career on OPM Reg 1652</b>   |  |
| 7. FROM: Position Title and Number<br><b>[Redacted]</b>  |  | 15. TO: Position Title and Number<br><b>[Redacted]</b>  |  |
| 8. Pay Plan<br><b>GS</b>   |  | 9. Occ. Code<br><b>0301</b>   |  |
| 10. Grade or Level<br><b>14</b>  |  | 11. Step or Rate<br><b>6</b>  |  |
| 12. Total Salary<br><b>\$130,692</b>   |  | 13. Pay Basis<br><b>[Redacted]</b>  |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.  |  |
| 12C. Adj. Basic Pay  |  | 12D. Other Pay  |  |
| 16. Pay Plan<br><b>ES</b>  |  | 17. Occ. Code<br><b>0340</b>  |  |
| 18. Grade or Level<br><b>00</b>  |  | 19. Step or Rate<br><b>00</b>   |  |
| 20. Total Salary/Award<br><b>\$161,900.00</b>  |  | 21. Pay Basis<br><b>PA</b>  |  |
| 20A. Basic Pay   |  | 20B. Locality Adj.  |  |
| 20C. Adj. Basic Pay  |  | 20D. Other Pay  |  |
| 14. Name and Location of Position's Organization<br><b>ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs</b>                                    |  | 22. Name and Location of Position's Organization<br><b>ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs</b> |  |
| 23. Veterans Preference<br><input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other              |  | 24. Tenure<br><input checked="" type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional                                 |  |
| 25. Agency Use   |  | 26. Veterans Preference<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RIF                                  |  |
| 27. FEGLI<br><b>[Redacted]</b>   |  | 28. Annuitant Indicator<br><b>[Redacted]</b>  |  |
| 29. Pay Rate<br><b>[Redacted]</b>  |  | 30. Retirement Plan<br><b>KF</b>  |  |
| 31. Service Comp. Date (Leave)<br><b>3-26-17</b>   |  | 32. Work Schedule<br><b>[Redacted]</b>  |  |
| 33. Part Time Hours Per Biweekly Pay Period<br><b>[Redacted]</b>   |  | 34. Position Occupied<br><b>3</b>   |  |
| 35. FLSA Category<br><b>E</b>  |  | 36. Appropriation Code<br><b>17/18 B 11H ZZZME8</b>   |  |
| 37. Bargaining Unit Status<br><b>8888</b>  |  | 38. Duty Station Code<br><b>11-0010-001</b>   |  |
| 39. Duty Station<br><b>Washington, DC 20460</b>  |  | 40. Agency Data   |  |
| 41.  |  | 42.   |  |
| 43.  |  | 44.   |  |
| 45. Educational Level  |  | 46. Year Degree Attained  |  |
| 47. Academic Discipline  |  | 48. Functional Class  |  |
| 49. Citizenship<br><input type="checkbox"/> 1 - USA <input type="checkbox"/> 5 - Other   |  | 50. Veterans Status   |  |
| 51. Supervisory Status<br><b>S</b>   |  | 52.   |  |
| 1. Office/Function   |  | Initials/Signature  |  |
| Date   |  | Office/Function   |  |
| Initials/Signature   |  | Date  |  |
| A.   |  | D.  |  |
| B.   |  | E.  |  |
| C.   |  | F.  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  | Signature<br><b>[Signature]</b>   |  |
| Approval Date<br><b>8-11-17</b>  |  | Continued on Next Page  |  |

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

M39 - Creditable Military Service, None  
M40 - Previous Retirement Covered, Previously Covered  
M45 - Employee is automatically Covered Under FEERS.  
K18 - Employee position is at the full performance level  
222 - This position is designated for Drug Testing  
222 - This appointment does not confer eligibility to be  
Non-competitively converted to Career-Conditional or  
career Appointment  
Appointment is Indefinite



|  |  |  |                           |   |  |
|--|--|--|---------------------------|---|--|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |  | <b>I. DUTY LOCATION</b><br>Washington, DC  |                           | <b>2. POSITION NUMBER</b><br>[REDACTED]   |  |
| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position   |  |  |                           |   |  |
| <b>Official Allocation</b>   | <b>b. Title</b>  | <b>c. Pay Plan</b>   | <b>d. Series</b>          | <b>e. Grade</b>   | <b>f. CLC</b>                            |
|  | [REDACTED]   | ES   | 0340                      | 00  |  |
| <b>4. Supervisor's Recommendation</b>  | [REDACTED]   | ES   | 0301                      | 00  |  |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>  |  | <b>6. NAME OF EMPLOYEE</b>   |                           |   |  |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b>  |  | c. [REDACTED]  |                           |   |  |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |  | f. [REDACTED]  |                           |   |  |
| b. Office of the Administrator   |  | g. [REDACTED]  |                           |   |  |
| c. Office of Public Affairs  |  | h. Employing Office Location Washington, DC  |                           |   |  |
| d. [REDACTED]  |  | i. Organization Code [REDACTED]  |                           |   |  |
| <b>8. SUPERVISORY STATUS</b>   |  |  |                           |   |  |
| <input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |  |                           |   |  |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |  |  |                           |   |  |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Ryan T. Jackson, Chief of Staff  |  | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>E. Scott Pruitt, Administrator  |                           |   |  |
| <b>b. Signature</b><br>[Signature]   | <b>c. Date</b><br>3/10/17  | <b>e. Signature</b><br>[Signature]   | <b>f. Date</b><br>3/10/17 |   |  |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |  |  |                           |   |  |
| <input checked="" type="checkbox"/> <b>Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:  |  |  |                           |   |  |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input checked="" type="checkbox"/> 3 High<br>Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <b>c. Financial Disclosure Form</b><br><input type="checkbox"/> OGE-450 Required<br><input checked="" type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required  | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input type="checkbox"/> may be IA'ed<br><input checked="" type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                           | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive | <b>f. Functional Classification Code</b> |
| <b>g. Bargaining Unit Code</b><br>3666   | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (____ % of time)<br><input type="checkbox"/> This position is subject to random drug testing (____) | <b>i. Classifier's Signature</b><br>[Signature]  |                           | <b>j. Date</b><br>03/13/17  |  |
| <b>11. REMARKS</b><br><br>Top Saraw  |  |  |                           |   |  |

# Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 07/26/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: [REDACTED] Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No

Duration:

ES Pay Level: \$161,900

Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED]

Title: [REDACTED]

Organization Name: OFFICE OF PUBLIC AFFAIRS

Recruited From: SAME BUREAU, SAME AGENCY

GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

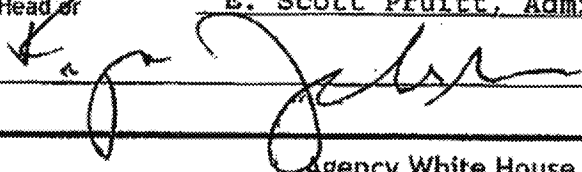
## SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or

E. Scott Pruitt, Administrator

Signature:



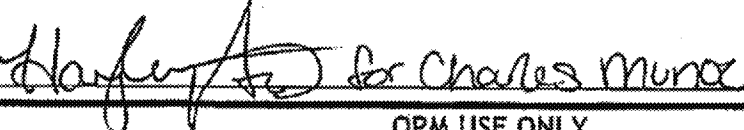
Date Signed: 7/27/17

Agency White House Liaison

Name: Charles Munoz

Phone: 202-564-3097

Signature:



Date Signed: 7/27/17

## OPM USE ONLY

Check the appropriate Box(es)

☐ Your request for a new noncareer appointment authority, reassignment or pay level change is:

☒ Approved

☐ Approved with Modification \*

☐ Your request for a limited term emergency appointment authority for the duration of \_\_\_\_\_ is:

☐ Disapproved

☐ Return without Action

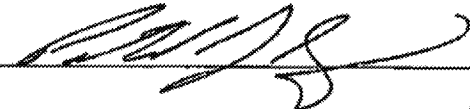
☐ Your request for temporary space allocation

\* Modification

Number of non-career allocations: \_\_\_\_\_

Percent of SES space allocation: \_\_\_\_\_ %

OPM Approving Official:



Date Signed: 8/9/17

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

AUG 10 2017

[REDACTED]

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as [REDACTED]. This position is located in the Office of the Administrator, Office of Public Affairs, Immediate Office; Washington, DC. Your appointment to this position will be made effective August 13, 2017.

This position is a Non-Career Senior Executive Service (SES) position. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

**Information About Your Position**

- ▶ Your annual salary will increase to the level of \$161,900;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator
- ▶ You will continue to work a full-time schedule;
- ▶ You will earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave;
- ▶ You may be required to update your SF-278 Financial Disclosure form. Please contact [REDACTED] to obtain additional information;
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

**Benefits**

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on [REDACTED]

Sincerely yours,

[REDACTED]

Office of Human Resources

## Appendix E: Employee E

## NOTIFICATION OF PERSONNEL ACTION

|  |  |                                     |  |  |  |  |  |                                    |  |   |  |
|--|--|-------------------------------------|--|--|--|--|--|------------------------------------|--|---|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |                                     |  | 2. Social Security Number<br>[REDACTED]  |  | 3. Date of Birth<br>[REDACTED]   |  | 4. Effective Date<br>04/23/2017    |  |   |  |
| <b>FIRST ACTION</b>  |  |                                     |  | <b>SECOND ACTION</b>   |  |  |  |                                    |  |   |  |
| 5-A. Code<br>170   |  | 5-B. Nature of Action<br>EXC APPT   |  |  |  | 6-A. Code  |  | 6-B. Nature of Action              |  |   |  |
| 5-C. Code<br>ZLM   |  | 5-D. Legal Authority<br>P.L. 95-190 |  |  |  | 6-C. Code  |  | 6-D. Legal Authority               |  |   |  |
| 5-E. Code  |  | 5-F. Legal Authority                |  |  |  | 6-E. Code  |  | 6-F. Legal Authority               |  |   |  |
| 7. FROM: Position Title and Number   |  |                                     |  |  |  | 15. TO: Position Title and Number<br>[REDACTED]  |  |                                    |  |   |  |
| 8. Pay Plan  |  | 9. Occ. Code                        |  | 10. Grade or Level   |  | 11. Step or Rate   |  | 12. Total Salary                   |  | 13. Pay Basis                                     |  |
| AD   |  | 0301                                |  | 00   |  | 00   |  | 115755                             |  | PA  |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.                  |  | 12C. Adj. Basic Pay  |  | 12D. Other Pay   |  | 20A. Basic Pay<br>91074            |  | 20B. Locality Adj.<br>24681                       |  |
|  |  |                                     |  |  |  |  |  | 20C. Adj. Basic Pay<br>115755      |  | 20D. Other Pay<br>0                               |  |
| 14. Name and Location of Position's Organization   |  |                                     |  |  |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC   |  |                                    |  |   |  |
| <b>EMPLOYEE DATA</b>   |  |                                     |  |  |  |  |  |                                    |  |   |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |                                     |  |  |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |  | 25. Agency Use                     |  | 26. Veterans Preference for RIF<br>YES X NO       |  |
| 27. FEGLI<br>[REDACTED]  |  |                                     |  |  |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |  |                                    |  | 29. Pay Rate Determinant<br>0                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |  |                                     |  | 31. Service Comp. Date (Leave)<br>04/23/2017   |  | 32. Work Schedule<br>F FULL-TIME   |  |                                    |  | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |  |
| <b>POSITION DATA</b>   |  |                                     |  |  |  |  |  |                                    |  |   |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |                                     |  | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |  | 36. Appropriation Code   |  |                                    |  | 37. Bargaining Unit Status<br>8888                |  |
| 38. Duty Station Code<br>11-0010-001   |  |                                     |  | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |  |  |  |                                    |  |   |  |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X                      |  | 42. EDUC LVL 13  |  | 43. SUPV STAT 8  |  | 44. POSITION SENSITIVITY HIGH RISK |  |   |  |
| 45. Remarks<br>FROZEN SERVICE NONE<br>APPOINTMENT AFFIDAVIT EXECUTED 04/24/17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>APPOINTMENT IS INDEFINITE.<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT |  |                                     |  |  |  |  |  |                                    |  |   |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |                                     |  |  |  | 50. Signature/Authentication and Title of Approving Official<br>170696199 / ELECTRONICALLY SIGNED BY:<br>SUZANNE L. ROBERTS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |  |                                    |  |   |  |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216     |  | 49. Approval Date<br>04/24/2017  |  |  |  |                                    |  |   |  |

ECL: [REDACTED]

FPPS  
4/24/17SF 52 (E-Form 4.4)  
Rev. 7/91  
U.S. Office of Personnel Management  
FPMR Supp. 296-33, Subch. 3

SRO Approval

John E Reeder

## REQUEST FOR PERSONNEL ACTION

|  |   |   |  |
|--|---|---|--|
| 1. Actions Requested<br>AD Appointment   |   | 2. Request Number<br>10-2017-083  |  |
| 3. For Additional Information Call (Name & Telephone Number)<br>[REDACTED]   |   | 4. Proposed Effective Date<br>04-23-17  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson, Chief of Staff [Signature] 3/21/17   |   | 6. Action Authorized By (Typed Name, Title, Signature, and Conference Date)<br>E. Scott Pruitt, Administrator [Signature] |  |
| 1. Name<br>[REDACTED]  | 2. Social Security Number<br>[REDACTED]           | 3. Date of Birth<br>[REDACTED]  | 4. Effective Date<br>04-23-17  |
| 5-A. Code<br>110   | 5-B. Nature of Action<br>Exempted Appt.           | 5-C. Code<br>21M  | 5-D. Legal Authority<br>P.L. 95-190  |
| 5-E. Code  | 5-F. Legal Authority                              | 6-A. Code   | 6-B. Nature of Action  |
| 6-C. Code  | 6-D. Legal Authority                              | 6-E. Code   | 6-F. Legal Authority   |
| 7. FROM: Position Title and Number   |   | 15. TO: Position Title and Number<br>[REDACTED]   |  |
| 8. Pay Plan<br>PA  | 9. Occ. Code<br>AD                                | 10. Grade or Level<br>0301  | 11. Step or Rate<br>00   |
| 12. Total Salary<br>\$115,755.00   | 13. Pay Basis<br>PA                               | 14. Name and Location of Position's Organization<br>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office    | 15. TO: Position Title and Number  |
| 16. Pay Plan<br>PA   | 17. Occ. Code<br>AD                               | 18. Grade or Level<br>0301  | 19. Step or Rate<br>00   |
| 20. Total Salary/Award<br>\$115,755.00   | 21. Pay Basis<br>PA                               | 22. Name and Location of Position's Organization<br>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office    | 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other |
| 24. Tenure<br>3  | 25. Agency Use                                    | 26. Veterans Preference<br>YES [X] NO [ ]   | 27. FEGLI<br>[REDACTED]  |
| 28. Annuitant Indicator<br>9   | 29. Pay Rate<br>0                                 | 30. Retirement Plan<br>[REDACTED]   | 31. Service Comp. Date (Leave)<br>04-19-17                                     |
| 32. Work Schedule<br>[REDACTED]  | 33. Part Time Hours Per Biweekly Pay Period<br>00 | 34. Position Occupied<br>2  | 35. FLSA Category<br>N   |
| 36. Appropriation Code<br>1718 B 11A ZZZME8  | 37. Bargaining Unit Status<br>8555                | 38. Duty Station Code<br>11-0010-001  | 39. Duty Station<br>Washington, DC   |
| 40. Agency Data<br>41. 42. 43. 44.   | 45. Educational Level<br>13                       | 46. Year Degree Attained<br>[REDACTED]  | 47. Academic Training<br>090904  |
| 48. Functional Class<br>[REDACTED]   | 49. Citizenship<br>1 - USA 8 - Other              | 50. Veterans Status<br>[REDACTED]   | 51. Supervisory Status<br>[REDACTED]   |
| 1. Office/Function<br>A.   | Initials/Signature<br>[Signature]                 | Date<br>4/12/17   | Office/Function<br>D. Staff  |
| 2. Office/Function<br>B. [REDACTED]  | Initials/Signature<br>[Signature]                 | Date<br>4/19/17   | Office/Function<br>E. [REDACTED]   |
| 3. Office/Function<br>C.   | Initials/Signature<br>[Signature]                 | Date  | Office/Function<br>F. [REDACTED]   |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |   | Signature<br>Cecilia Leander  |  |
|  |   | Approval Date<br>4/19/17  |  |

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-8238

ED\_002324A\_00006472-00056

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

#### PART II - Remarks for SF 50

M01: Appointment Affidavit executed 04-24-17  
M39: Creditable Military Service: None  
M40: Previous Retirement Coverage: Never covered  
M45: Employee is automatically covered under FEERS.  
K18: Employee position is at the full performance level.  
ZZZ: This position is designated for Drug Testing.  
ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.  
F01: Appointment is Indefinite.



## NOTIFICATION OF PERSONNEL ACTION

|   |                      |   |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
|---|----------------------|---|------------------------|--|---|---|--------------------------------|------------------------------------|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |   |                        |  | 2. Social Security Number<br>[REDACTED]         |   | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>05/14/2017 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>   |                      |   |                        |  | <b>SECOND ACTION</b>                            |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>570  |                      | 5-B. Nature of Action<br>CONV TO EXC APPT       |                        |  | 6-A. Code                                       |   | 6-B. Nature of Action          |                                    |                                 |   |   |                               |  |                     |  |
| 5-C. Code<br>Y7M  |                      | 5-D. Legal Authority<br>SCH C, 213.33SCH C 3317 |                        |  | 6-C. Code                                       |   | 6-D. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                            |                        |  | 6-E. Code                                       |   | 6-F. Legal Authority           |                                    |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |   |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>AD   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>00                        | 11. Step or Rate<br>00 | 12. Total Salary<br>115755   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>GS  | 17. Occ. Code<br>0301          | 18. Grade or Level<br>14           | 19. Step or Rate<br>02          | 20. Total Salary/Award<br>115755                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>91074   |                      | 12B. Locality Adj.<br>24681                     |                        | 12C. Adj. Basic Pay<br>115755  |   | 12D. Other Pay<br>0   |                                | 20A. Basic Pay<br>91074            |                                 | 20B. Locality Adj.<br>24681                       |   | 20C. Adj. Basic Pay<br>115755 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC  |                      |   |                        |  |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC  |                                |                                    |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |   |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%   |                      |   |                        |  |   | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |                                |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. EGLI<br>[REDACTED]  |                      |   |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |                                |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |   |                        | 31. Service Comp. Date (Leave)<br>04/23/2017   |   | 32. Work Schedule<br>F FULL-TIME  |                                |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>  |                      |   |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved  |                      |   |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code  |                                |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |   |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                                  |                        | 42. EDUC LVL 04  |   | 43. SUPV STAT 2   |                                | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>FROZEN SERVICE NONE<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 |                      |   |                        |  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |   |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>170921379 / ELECTRONICALLY SIGNED BY:<br>BENJAMIN H. PEABODY<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                |                                    |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00   |                      | 48. Personnel Office ID<br>3216                 |                        | 49. Approval Date<br>05/18/2017  |   |   |                                |                                    |                                 |   |   |                               |  |                     |  |

FPPS 5/18/17

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| 1. Actions Requested<br><u>Commission to</u>   |  | Schedule C. Appt.  |  | 2. Request Number<br>10-2017-094         |  |
| 3. For Additional Information Call (Name and Telephone Number)   |  | Local Tracking No:   |  | 4. Proposed Effective Date               |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson, Chief of Staff   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt, Administrator         |  |  |  |
| 1. Name  |  | 2. Social Security Number  |  | 3. Date of Birth                         |  |
| 4. Effective Date  |  | 05-14-17   |  |  |  |
| 5-A. Code<br>570   |  | 5-B. Nature of Action<br>EDM to Exc AD   |  | 6-A. Code                                |  |
| 5-C. Code<br>V7M   |  | 5-D. Legal Authority<br>Sch C 33M  |  | 6-B. Nature of Action                    |  |
| 5-E. Code  |  | 5-F. Legal Authority   |  | 6-C. Code                                |  |
|  |  |  |  | 6-D. Legal Authority                     |  |
| 6-E. Code  |  | 6-F. Legal Authority   |  |  |  |
| 7. FROM: Position Title and Number<br><u>Same</u>  |  | 15. TO: Position Title and Number  |  |  |  |
| 8. Pay Plan<br>AD  |  | 9. Occ. Code<br>0301   |  | 10. Grade or Level<br>00                 |  |
| 11. Step or Rate<br>00   |  | 12. Total Salary<br>PA   |  | 13. Pay Basis<br>PA                      |  |
| 14. Name and Location of Position's Organization<br><u>Same</u>  |  | 22. Name and Location of Position's Organization<br>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office |  |  |  |
| 23. Veterans Preference<br>1 - None  |  | 24. Tenure<br>3  |  | 25. Agency Use                           |  |
| 26. Veterans Preference<br>YES   |  | 27. FEGLI  |  | 28. Annuitant Indicator                  |  |
| 29. Pay Rate<br>D  |  | 30. Retirement Plan<br>RR  |  | 31. Service/Comp Date<br>(Leave) 4/23/17 |  |
| 32. Work Schedule<br>F   |  | 33. Part Time Hours Per<br>Biweekly Pay Period   |  | 34. Position Occupied<br>2               |  |
| 35. FLSA Category<br>E   |  | 36. Appropriation Code<br>1718 B 11A ZZZME8  |  | 37. Bargaining Unit Status<br>8888       |  |
| 38. Duty Station Code<br>11-0010-001   |  | 39. Duty Station<br>Washington, DC   |  | 40. Agency Data                          |  |
| 41.  |  | 42.  |  | 43.                                      |  |
| 44.  |  | 45. Educational Level<br>04  |  | 46. Year Degree Attained                 |  |
| 47. Academic Discipline  |  | 48. Functional Class   |  | 49. Citizenship<br>1 - USA 8 - Other     |  |
| 50. Veterans Status<br>A   |  | 51. Supervisory Status<br>S  |  |  |  |
| 1. Office/Function   |  | Initials/Signature   |  | Date                                     |  |
| A.   |  | D. Staffing  |  | 5/18/17                                  |  |
| B.   |  | E.   |  |  |  |
| C.   |  | F.   |  |  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  | Signature<br>Andrew Leavelle   |  | Approval Date<br>5/18/17                 |  |

CONTINUED ON NEXT PAGE

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

**PART F - Remarks for SF 50**

## NOTIFICATION OF PERSONNEL ACTION

|   |                      |                                     |                        |  |   |   |   |                                    |                                 |   |   |                               |  |                     |  |
|---|----------------------|-------------------------------------|------------------------|--|---|---|---|------------------------------------|---------------------------------|---|---|-------------------------------|--|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |                      |                                     |                        |  | 2. Social Security Number<br>[REDACTED]         |   | 3. Date of Birth<br>[REDACTED]                      |                                    | 4. Effective Date<br>07/16/2017 |   |   |                               |  |                     |  |
| <b>FIRST ACTION</b>   |                      |                                     |                        |  | <b>SECOND ACTION</b>                            |   |   |                                    |                                 |   |   |                               |  |                     |  |
| 5-A. Code<br>002  |                      | 5-B. Nature of Action<br>CORRECTION |                        |  | 6-A. Code<br>546                                |   | 6-B. Nature of Action<br>CONV TO SES NONCAREER APPT |                                    |                                 |   |   |                               |  |                     |  |
| 5-C. Code   |                      | 5-D. Legal Authority                |                        |  | 6-C. Code<br>V4L                                |   | 6-D. Legal Authority<br>5 U.S.C. 3394(A) NONCAREER  |                                    |                                 |   |   |                               |  |                     |  |
| 5-E. Code   |                      | 5-F. Legal Authority                |                        |  | 6-E. Code<br>AWM                                |   | 6-F. Legal Authority<br>07-13-17                    |                                    |                                 |   |   |                               |  |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]  |                      |                                     |                        |  | 15. TO: Position Title and Number<br>[REDACTED] |   |   |                                    |                                 |   |   |                               |  |                     |  |
| 8. Pay Plan<br>GS   | 9. Occ. Code<br>0301 | 10. Grade or Level<br>14            | 11. Step or Rate<br>02 | 12. Total Salary<br>115755   | 13. Pay Basis<br>PA                             | 16. Pay Plan<br>ES  | 17. Occ. Code<br>0340                               | 18. Grade or Level<br>00           | 19. Step or Rate<br>00          | 20. Total Salary/Award<br>140000                  | 21. Pay Basis<br>PA                         |                               |  |                     |  |
| 12A. Basic Pay<br>91074   |                      | 12B. Locality Adj.<br>24681         |                        | 12C. Adj. Basic Pay<br>115755  |   | 12D. Other Pay<br>0   |   | 20A. Basic Pay<br>140000           |                                 | 20B. Locality Adj.<br>0                           |   | 20C. Adj. Basic Pay<br>140000 |  | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC               |                      |                                     |                        |  |   | 22. Name and Location of Position's Organization<br>ENVIRONMENTAL PROTECTION AGENCY<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC |   |                                    |                                 |   |   |                               |  |                     |  |
| <b>EMPLOYEE DATA</b>  |                      |                                     |                        |  |   |   |   |                                    |                                 |   |   |                               |  |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |                      |                                     |                        |  |   | 24. Tenure<br>0 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |   |                                    | 25. Agency Use                  |   | 26. Veterans Preference for RIF<br>YES X NO |                               |  |                     |  |
| 27. FEGLI<br>[REDACTED]   |                      |                                     |                        |  |   | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |   |                                    |                                 | 29. Pay Rate Determinant<br>0                     |   |                               |  |                     |  |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |                      |                                     |                        | 31. Service Comp. Date (Leave)<br>04/23/2017   |   | 32. Work Schedule<br>F FULL-TIME  |   |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                               |  |                     |  |
| <b>POSITION DATA</b>  |                      |                                     |                        |  |   |   |   |                                    |                                 |   |   |                               |  |                     |  |
| 34. Position Occupied<br>3 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved                                    |                      |                                     |                        | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code  |   |                                    |                                 | 37. Bargaining Unit Status<br>8888                |   |                               |  |                     |  |
| 38. Duty Station Code<br>11-0010-001  |                      |                                     |                        | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |   |                                    |                                 |   |   |                               |  |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |                      | 41. VET STAT X                      |                        | 42. EDUC LVL 04  |   | 43. SUPV STAT 2   |   | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |   |                               |  |                     |  |
| 45. Remarks<br>CORRECTS ITEM NUMBER 15 FROM [REDACTED]  |                      |                                     |                        |  |   |   |   |                                    |                                 |   |   |                               |  |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |                      |                                     |                        |  |   | 50. Signature/Authentication and Title of Approving Official<br>180317519 / ELECTRONICALLY SIGNED BY:                                   |   |                                    |                                 |   |   |                               |  |                     |  |
| 47. Agency Code<br>EP00   |                      | 48. Personnel Office ID<br>3216     |                        | 49. Approval Date<br>01/18/2018  |   | VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR   |   |                                    |                                 |   |   |                               |  |                     |  |

## REQUEST FOR PERSONNEL ACTION

**SRO Approval**

**John E Reeder**

|  |  |   |  |                                 |  |                               |  |   |  |   |  |   |  |  |  |   |  |   |  |  |  |                            |  |
|--|--|---|--|---------------------------------|--|-------------------------------|--|---|--|---|--|---|--|--|--|---|--|---|--|--|--|----------------------------|--|
| 1. Actions Requested<br><b>Conversion to NL SES Appt</b>   |  |   |  |                                 |  |                               |  |   |  | 2. Request Number<br><b>IO-2017-110</b>   |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>[Redacted]</b>  |  |   |  |                                 |  |                               |  |   |  | Local Tracking No.  |  | 4. Proposed Effective Date<br><b>ASAP</b> |  |  |  |   |  |   |  |  |  |                            |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson, Chief of Staff</b>  |  |   |  |                                 |  |                               |  |   |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt, Administrator</b>         |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| 1. Name<br><b>[Redacted]</b>   |  |   |  |                                 |  |                               |  |   |  | 2. Social Security Number<br><b>[Redacted]</b>  |  | 3. Date of Birth<br><b>[Redacted]</b>     |  | 4. Effective Date<br><b>07-16-17</b>               |  |   |  |   |  |  |  |                            |  |
| 5-A. Code<br><b>546</b>  |  | 5-B. Nature of Action<br><b>Conv to SES Non-Career Appt</b>     |  |                                 |  |                               |  |   |  | 6-A. Code   |  | 6-B. Nature of Action                     |  |  |  |   |  |   |  |  |  |                            |  |
| 5-C. Code<br><b>V4L</b>  |  | 5-D. Legal Authority<br><b>5 U.S.C. 3394(a) Non-Career</b>      |  |                                 |  |                               |  |   |  | 6-C. Code   |  | 6-D. Legal Authority                      |  |  |  |   |  |   |  |  |  |                            |  |
| 5-E. Code<br><b>AWM</b>  |  | 5-F. Legal Authority<br><b>and OPM Form 1652 dated 07-13-17</b> |  |                                 |  |                               |  |   |  | 6-E. Code   |  | 6-F. Legal Authority                      |  |  |  |   |  |   |  |  |  |                            |  |
| 7. FROM: Position Title and Number<br><b>[Redacted]</b>  |  |   |  |                                 |  |                               |  |   |  | 15. TO: Position Title and Number<br><b>[Redacted]</b>  |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| 8. Pay Plan<br><b>GS</b>   |  | 9. Occ. Code<br><b>0301</b>                                     |  | 10. Grade or Level<br><b>14</b> |  | 11. Step or Rate<br><b>02</b> |  | 12. Total Salary<br><b>\$115,755.00</b> |  | 13. Pay Basis<br><b>PA</b>  |  | 18. Pay Plan<br><b>ES</b>                 |  | 17. Occ. Code<br><b>0340</b>                       |  | 18. Grade or Level<br><b>00</b>   |  | 19. Step or Rate<br><b>00</b>             |  | 20. Total Salary/Award<br><b>\$140,000</b> |  | 21. Pay Basis<br><b>PA</b> |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.  |  | 12C. Adj. Basic Pay             |  | 12D. Other Pay                |  | 20A. Basic Pay                          |  | 20B. Locality Adj.  |  | 20C. Adj. Basic Pay                       |  | 20D. Other Pay                                     |  |   |  |   |  |  |  |                            |  |
| 14. Name and Location of Position's Organization<br><b>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office</b>  |  |   |  |                                 |  |                               |  |   |  | 22. Name and Location of Position's Organization<br><b>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office</b> |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - K-9/Incl 4 - 10-Point/Nonincapable A - 10-Point/Nonincapable/VN                  |  |   |  |                                 |  |                               |  |   |  | 24. Tenure<br>0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |  |   |  | 25. Agency Use                                     |  | 26. Veterans Preference<br>YES <input type="checkbox"/> NO <input type="checkbox"/> RIF |  |   |  |  |  |                            |  |
| 27. FEGLI  |  |   |  |                                 |  |                               |  |   |  | 28. Annuitant Indicator   |  |   |  | 29. Pay Rate<br>Determinant                        |  |   |  |   |  |  |  |                            |  |
| 30. Retirement Plan  |  |   |  |                                 |  |                               |  |   |  | 31. Service Comp. Date (Leave)  |  |   |  | 33. Part Time Hours Per Biweekly Pay Period        |  |   |  |   |  |  |  |                            |  |
| 34. Position Occupied<br>1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Research   |  |   |  |                                 |  |                               |  |   |  | 35. FLSA Category<br><b>C</b>   |  |   |  | 36. Appropriation Code<br><b>1718 B 11A ZZZME8</b> |  |   |  | 37. Bargaining Unit Status<br><b>8888</b> |  |  |  |                            |  |
| 38. Duty Station Code<br><b>11-0010-001</b>  |  |   |  |                                 |  |                               |  |   |  | 39. Duty Station<br><b>Washington, DC</b>   |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| 40. Agency Data  |  | 41.   |  | 42.                             |  | 43.                           |  | 44.                                     |  |   |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| 45. Educational Level  |  | 46. Year Degree Attained  |  | 47. Academic Discipline         |  | 48. Functional Class          |  | 49. Citizenship<br>1 - USA 5 - Other    |  | 50. Veterans Status   |  | 51. Supervisory Status<br><b>S</b>        |  |  |  |   |  |   |  |  |  |                            |  |
| 1. Office/Function   |  | Initials/Signature  |  | Date                            |  | Office/Function               |  | Initials/Signature                      |  | Date  |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| A.   |  |   |  |                                 |  | D. Staff                      |  | Ann Dackley                             |  | 07-19-17  |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| B.   |  |   |  |                                 |  | E.                            |  |   |  |   |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| C.   |  |   |  |                                 |  | F.                            |  |   |  |   |  |   |  |  |  |   |  |   |  |  |  |                            |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  |   |  |                                 |  |                               |  |   |  | Signature<br><b>Ann Dackley</b>   |  |   |  | Approval Date<br><b>07-19-17</b>                   |  |   |  |   |  |  |  |                            |  |

**CONTINUED ON NEXT PAGE**

Editions Prior to 7/91 Are Not Usable After 6/30/93  
 NSN 7540-01-333-0235

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

M39: Creditable Military Service: NONE

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

M38: Frozen Service: 00-00

T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.

ZZZ: This position is designated for Drug Testing.

# REQUEST FOR PERSONNEL ACTION

## PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

|  |                                       |
|--|---------------------------------------|
| 1. Action Requested<br>Resignation                             | 2. Request Number<br>TBA              |
| 3. For Additional Information Call (Name and Telephone Number) | 4. Proposed Effective Date<br>3/12/18 |

|   |   |
|---|---|
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan Jackson, Chief of Staff | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>Scott Pruitt, Administrator |
|---|---|

## PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 296-1, Show all dates in month-day-year order.)

|                               |                           |                  |                   |
|-------------------------------|---------------------------|------------------|-------------------|
| 1. Name (Last, First, Middle) | 2. Social Security Number | 3. Date of Birth | 4. Effective Date |
|-------------------------------|---------------------------|------------------|-------------------|

| FIRST ACTION |                       | SECOND ACTION |                       |
|--------------|-----------------------|---------------|-----------------------|
| 5-A. Code    | 5-B. Nature of Action | 6-A. Code     | 6-B. Nature of Action |
| 5-C. Code    | 5-D. Legal Authority  | 6-C. Code     | 6-D. Legal Authority  |
| 5-E. Code    | 5-F. Legal Authority  | 6-E. Code     | 6-F. Legal Authority  |

|   |  |
|---|--|
| 7. FROM: Position Title and Number  | 15. TO: Position Title and Number                |
| 14. Name and Location of Position's Organization<br>A0000000 - Environmental Protection Agency<br>Office of the Administrator, Immediate Office | 22. Name and Location of Position's Organization |

|                         |   |  |  |  |
|-------------------------|---|--|--|--|
| EMPLOYEE DATA           |   | 24. Tenure   | 25. Agency Use                                   | 26. Veterans Preference for RIF                          |
| 23. Veterans Preference | 1 - None<br>2 - 5-Point   | 0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 27. FEGLI               | 3 - 10-Point/Disability<br>4 - 10-Point/Compensable<br>5 - 15-Point/Other<br>6 - 15-Point/Compensable/30% | 28. Annuitant Indicator  | 29. Pay Rate Determinant                         |  |
| 30. Retirement Plan     | 31. Service Comp. Date (Leave)  | 32. Work Schedule  | 33. Part-Time Hours Per<br>Dwoskly<br>Pay Period |  |

|                       |   |                             |                        |                            |
|-----------------------|---|-----------------------------|------------------------|----------------------------|
| POSITION DATA         |   | 35. FLSA Category           | 36. Appropriation Code | 37. Bargaining Unit Status |
| 34. Position Occupied | 1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Career Reserved | E - Except<br>N - Nonexcept | 18/19 B 11A 000ME8     |                            |
| 38. Duty Station Code | 39. Duty Station (City - County - State or Overseas Location)                                 |                             |                        |                            |
| 40. AGENCY DATA       | 41.   | 42.                         | 43.                    | 44.                        |
| 45. EDUCATIONAL LEVEL | 46. YR DEGREE ATTAINED  | 47. Academic Discipline     | 48. FUNCTIONAL CLASS   | 49. CITIZENSHIP            |
|                       |   |                             |                        | 1-USA 3-OTHER              |
|                       |   |                             |                        | 50. Veterans Emp Vot       |
|                       |   |                             |                        | 51. SUPERVISORY STATUS     |

|   |                    |      |                 |                    |      |
|---|--------------------|------|-----------------|--------------------|------|
| PART C - Reviews and Approvals (Not to be used by requesting office.) |                    |      |                 |                    |      |
| 1. Office/Function  | Initials/Signature | Date | Office/Function | Initials/Signature | Date |
| A.  |                    |      | D.              |                    |      |
| B.  |                    |      | E.              |                    |      |
| C.  |                    |      | F.              |                    |      |

|  |           |               |
|--|-----------|---------------|
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. | Signature | Approval Date |
|--|-----------|---------------|

CONTINUED ON REVERSE

OVER

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 4506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regula-

tions with regard to employment of individuals in the Federal service and their records, while section 4506 requires agencies to furnish the specific reason for termination of Federal Service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary, however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.  
Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Date Signed

4. Forwarding Address (Number, Street, City, State, ZIP Code)

3/17/9

3/17/8

PART F - Remarks for SF 50



## Appendix F: Employee F

## NOTIFICATION OF PERSONNEL ACTION

|  |  |                                      |  |  |   |  |                                |                                    |   |   |                                  |                     |                     |
|--|--|--------------------------------------|--|--|---|--|--------------------------------|------------------------------------|---|---|----------------------------------|---------------------|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |                                      |  |  | 2. Social Security Number<br>[REDACTED]   |  | 3. Date of Birth<br>[REDACTED] |                                    | 4. Effective Date<br>03/26/2017                   |   |                                  |                     |                     |
| <b>FIRST ACTION</b>  |  |                                      |  |  | <b>SECOND ACTION</b>  |  |                                |                                    |   |   |                                  |                     |                     |
| 5-A. Code<br>170   |  | 5-B. Nature of Action<br>EXC APPT    |  |  | 6-A. Code   |  | 6-B. Nature of Action          |                                    |   |   |                                  |                     |                     |
| 5-C. Code<br>ZLM   |  | 5-D. Legal Authority<br>P. L. 95-190 |  |  | 6-C. Code   |  | 6-D. Legal Authority           |                                    |   |   |                                  |                     |                     |
| 5-E. Code  |  | 5-F. Legal Authority                 |  |  | 6-E. Code   |  | 6-F. Legal Authority           |                                    |   |   |                                  |                     |                     |
| 7. FROM: Position Title and Number   |  |                                      |  |  | 15. TO: Position Title and Number<br>[REDACTED]                                     |  |                                |                                    |   |   |                                  |                     |                     |
| 8. Pay Plan  |  | 9. Occ. Code                         | 10. Grade or Level                           | 11. Step or Rate   | 12. Total Salary  | 13. Pay Basis  | 16. Pay Plan<br>AD             | 17. Occ. Code<br>0301              | 18. Grade or Level<br>00                          | 19. Step or Rate<br>00                      | 20. Total Salary/Award<br>149337 | 21. Pay Basis<br>PA |                     |
| 12A. Basic Pay   |  | 12B. Locality Adj.                   |  | 12C. Adj. Basic Pay  |   | 12D. Other Pay   | 20A. Basic Pay<br>117496       |                                    | 20B. Locality Adj.<br>31841                       |   | 20C. Adj. Basic Pay<br>149337    |                     | 20D. Other Pay<br>0 |
| 14. Name and Location of Position's Organization   |  |                                      |  |  | 22. Name and Location of Position's Organization<br>[REDACTED]<br><br>WASHINGTON,DC |  |                                |                                    |   |   |                                  |                     |                     |
| <b>EMPLOYEE DATA</b>   |  |                                      |  |  |   |  |                                |                                    |   |   |                                  |                     |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |                                      |  |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite            |  |                                | 25. Agency Use                     |   | 26. Veterans Preference for RIF<br>YES X NO |                                  |                     |                     |
| 27. FEGLI<br>[REDACTED]  |  |                                      |  |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |  |                                |                                    | 29. Pay Rate Determinant<br>0                     |   |                                  |                     |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA   |  |                                      | 31. Service Comp. Date (Leave)<br>03/26/2017 |  | 32. Work Schedule<br>F FULL-TIME  |  |                                |                                    | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |   |                                  |                     |                     |
| <b>POSITION DATA</b>   |  |                                      |  |  |   |  |                                |                                    |   |   |                                  |                     |                     |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |                                      |  | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code   |                                |                                    | 37. Bargaining Unit Status<br>8888                |   |                                  |                     |                     |
| 38. Duty Station Code<br>11-0010-001   |  |                                      |  | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |  |                                |                                    |   |   |                                  |                     |                     |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X                       |  | 42. EDUC LVL 15  |   | 43. SUPV STAT 8  |                                | 44. POSITION SENSITIVITY HIGH RISK |   |   |                                  |                     |                     |
| 45. Remarks<br>FROZEN SERVICE NONE<br>APPOINTMENT AFFIDAVIT EXECUTED 03-27-17.<br>CREDITABLE MILITARY SERVICE: NONE<br>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>APPOINTMENT IS INDEFINITE.<br>POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.<br>THIS POSITION IS DESIGNATED FOR DRUG TESTING<br>THIS APPOINTMENT DIES BIT CIBFER ELIGIBILITY TO BE NONCOMPETITIVELY<br>CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT |  |                                      |  |  |   |  |                                |                                    |   |   |                                  |                     |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |                                      |  |  |   | 50. Signature/Authentication and Title of Approving Official<br>170620790 / ELECTRONICALLY SIGNED BY:<br>SUZANNE L. ROBERTS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                |                                    |   |   |                                  |                     |                     |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216      |  | 49. Approval Date<br>03/13/2017  |   |  |                                |                                    |   |   |                                  |                     |                     |

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

FPPS  
3/27/17

|   |  |                    |             |
|---|--|--------------------|-------------|
| 1. Actions Requested  | Administratively Determined Appointment                                      | 2. Request Number  | OP-2017-017 |
| 3. For Additional Information Call (Name and Telephone Number)          | (HR- )   | Local Tracking No: |             |
| 4. Proposed Effective Date  | 03/27/2017   |                    |             |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date) | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) |                    |             |
| Michael Flynn, Acting Deputy Administrator                              | E. Scott Pruitt, Administrator   |                    |             |

|         |  |                           |  |                  |  |                   |          |
|---------|--|---------------------------|--|------------------|--|-------------------|----------|
| 1. Name |  | 2. Social Security Number |  | 3. Date of Birth |  | 4. Effective Date | 03-26-17 |
|---------|--|---------------------------|--|------------------|--|-------------------|----------|

|           |     |                       |               |           |  |                       |  |
|-----------|-----|-----------------------|---------------|-----------|--|-----------------------|--|
| 5-A. Code | P10 | 5-B. Nature of Action | Excepted Appt | 6-A. Code |  | 6-B. Nature of Action |  |
| 5-C. Code | 2um | 5-D. Legal Authority  | P.L. 95-190   | 6-C. Code |  | 6-D. Legal Authority  |  |
| 5-E. Code |     | 5-F. Legal Authority  |               | 6-E. Code |  | 6-F. Legal Authority  |  |

|                                    |  |                                   |  |
|------------------------------------|--|-----------------------------------|--|
| 7. FROM: Position Title and Number |  | 15. TO: Position Title and Number |  |
|------------------------------------|--|-----------------------------------|--|

|                |                    |                     |                  |                  |                    |                     |                |                    |                  |                        |               |
|----------------|--------------------|---------------------|------------------|------------------|--------------------|---------------------|----------------|--------------------|------------------|------------------------|---------------|
| 8. Pay Plan    | 9. Occ. Code       | 10. Grade or Level  | 11. Step or Rate | 12. Total Salary | 13. Pay Basis      | 14. Pay Plan        | 15. Occ. Code  | 16. Grade or Level | 17. Step or Rate | 18. Total Salary/Award | 19. Pay Basis |
|                |                    |                     |                  |                  | PA                 | AD                  | 0301           | 00                 | 00               | \$149,337.00           | PA            |
| 12A. Basic Pay | 12B. Locality Adj. | 12C. Adj. Basic Pay | 12D. Other Pay   | 20A. Basic Pay   | 20B. Locality Adj. | 20C. Adj. Basic Pay | 20D. Other Pay |                    |                  |                        |               |

|  |  |
|--|--|
| 14. Name and Location of Position's Organization | 22. Name and Location of Position's Organization   |
|  | AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy |

|   |   |                |                         |
|---|---|----------------|-------------------------|
| 23. Veterans Preference   | 24. Tenure  | 25. Agency Use | 26. Veterans Preference |
| 1 - None 2 - RIF 3 - 10-Point/Disability 4 - 10-Point/Involuntary 5 - 10-Point/Other 6 - 10-Point/Involuntary/Other | 0 - None 1 - Conditional 2 - Permanent 3 - Indefinite |                | YES NO                  |

|           |                         |               |
|-----------|-------------------------|---------------|
| 27. FEGLI | 28. Annuitant Indicator | 29. Pay Rate  |
|           | 9                       | 0 Determinant |

|                     |                                |                   |                              |
|---------------------|--------------------------------|-------------------|------------------------------|
| 30. Retirement Plan | 31. Service Comp. Date (Leave) | 32. Work Schedule | 33. Part Time Hours Per Week |
| KE                  | 03-26-17                       | F                 | 00                           |

|   |                   |                        |                            |
|---|-------------------|------------------------|----------------------------|
| 34. Position Occupied   | 35. ELSA Category | 36. Appropriation Code | 37. Bargaining Unit Status |
| 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Senior Executive | E                 | 1718 B 11B ZZZMH9      | 8888                       |

|                       |                  |
|-----------------------|------------------|
| 38. Duty Station Code | 39. Duty Station |
| 11-0010-001           | Washington, DC   |

|                 |     |     |     |     |
|-----------------|-----|-----|-----|-----|
| 40. Agency Data | 41. | 42. | 43. | 44. |
|-----------------|-----|-----|-----|-----|

|                       |                          |                         |                      |                     |                     |                        |
|-----------------------|--------------------------|-------------------------|----------------------|---------------------|---------------------|------------------------|
| 45. Educational Level | 46. Year Degree Attained | 47. Academic Discipline | 48. Functional Class | 49. Citizenship     | 50. Veterans Status | 51. Supervisory Status |
| 15                    |                          | 230101                  | -                    | 1 1 - USA 8 - Other | X                   | N                      |

|                    |                    |         |                 |                    |      |
|--------------------|--------------------|---------|-----------------|--------------------|------|
| 1. Office/Function | Initials/Signature | Date    | Office/Function | Initials/Signature | Date |
| A.                 |                    |         | D.              |                    |      |
| B. PSB             |                    | 3/16/17 | E.              |                    |      |
| C.                 |                    |         | F.              |                    |      |

|  |           |               |
|--|-----------|---------------|
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. | Signature | Approval Date |
|  |           | 3-23-17       |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES

☐ NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

#### PART II

M01: Appointment Affidavit executed: \_\_\_\_\_

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under PERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

## NOTIFICATION OF PERSONNEL ACTION

|   |  |                                     |                          |  |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
|---|--|-------------------------------------|--------------------------|--|---|---|---|------------------------------------|---------------------------------|---|-----------------------|-------------------------------|------------------------|----------------------------------|--|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |  |                                     |                          |  | 2. Social Security Number<br>[REDACTED]   |   | 3. Date of Birth<br>[REDACTED]                  |                                    | 4. Effective Date<br>05/14/2017 |   |                       |                               |                        |                                  |  |                     |
| <b>FIRST ACTION</b>   |  |                                     |                          |  | <b>SECOND ACTION</b>  |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-A. Code<br>002  |  | 5-B. Nature of Action<br>CORRECTION |                          |  | 6-A. Code<br>570  |   | 6-B. Nature of Action<br>CONV TO EXC APPT       |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-C. Code   |  | 5-D. Legal Authority                |                          |  | 6-C. Code<br>Y7M  |   | 6-D. Legal Authority<br>SCH C, 213.33SCH C 3316 |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-E. Code   |  | 5-F. Legal Authority                |                          |  | 6-E. Code   |   | 6-F. Legal Authority                            |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 7. FROM: Position Title and Number<br>[REDACTED]  |  |                                     |                          |  | 15. TO: Position Title and Number<br>[REDACTED]   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 8. Pay Plan<br>AD   |  | 9. Occ. Code<br>0301                | 10. Grade or Level<br>00 | 11. Step or Rate<br>00   | 12. Total Salary<br>149337  |   | 13. Pay Basis<br>PA                             |                                    | 16. Pay Plan<br>GS              |   | 17. Occ. Code<br>0301 | 18. Grade or Level<br>15      | 19. Step or Rate<br>05 | 20. Total Salary/Award<br>149337 |  | 21. Pay Basis<br>PA |
| 12A. Basic Pay<br>117496  |  | 12B. Locality Adj.<br>31841         |                          | 12C. Adj. Basic Pay<br>149337  |   | 12D. Other Pay<br>0                                   |   | 20A. Basic Pay<br>117496           |                                 | 20B. Locality Adj.<br>31841                       |                       | 20C. Adj. Basic Pay<br>149337 |                        | 20D. Other Pay<br>0              |  |                     |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>[REDACTED] OFFICE OF POLICY<br><br>WASHINGTON,DC                   |  |                                     |                          |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>[REDACTED] OFFICE OF POLICY<br><br>WASHINGTON,DC |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| <b>EMPLOYEE DATA</b>  |  |                                     |                          |  |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |  |                                     |                          |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |   |   | 25. Agency Use                     |                                 | 26. Veterans Preference for RIF<br>YES X NO       |                       |                               |                        |                                  |  |                     |
| 27. FEGLI<br>[REDACTED]   |  |                                     |                          |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |   |   |                                    |                                 | 29. Pay Rate Determinant<br>0                     |                       |                               |                        |                                  |  |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |  |                                     |                          | 31. Service Comp. Date (Leave)<br>03/26/2017   |   | 32. Work Schedule<br>F FULL-TIME                      |   |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                       |                               |                        |                                  |  |                     |
| <b>POSITION DATA</b>  |  |                                     |                          |  |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved                                    |  |                                     |                          | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |   | 36. Appropriation Code                                |   |                                    |                                 | 37. Bargaining Unit Status<br>8888                |                       |                               |                        |                                  |  |                     |
| 38. Duty Station Code<br>11-0010-001  |  |                                     |                          | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 40. Agency Data<br>FUNC CLS 00  |  | 41. VET STAT X                      |                          | 42. EDUC LVL 15  |   | 43. SUPV STAT 2                                       |   | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |                       |                               |                        |                                  |  |                     |
| 45. Remarks<br>CORRECTS ITEM NUMBER 31 FROM 03-26-17  |  |                                     |                          |  |   |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |  |                                     |                          |  | 50. Signature/Authentication and Title of Approving Official<br>171535155 / ELECTRONICALLY SIGNED BY:                               |   |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 47. Agency Code<br>EP00   |  | 48. Personnel Office ID<br>3216     |                          | 49. Approval Date<br>08/21/2017  |   | VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |

FPPS 5/18/17

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

|  |  |                             |  |                                 |   |                               |  |                     |  |   |  |                           |  |                              |                                      |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
|--|--|-----------------------------|--|---------------------------------|---|-------------------------------|--|---------------------|--|---|--|---------------------------|--|------------------------------|--------------------------------------|---------------------------------|--|-------------------------------|--|--|--|----------------------------|--|---------------------|------------------------|--|--|----------------|--|---|--|--|--|--|--|--|--|--|--|------------------------------------|--|--|--|--|--|--|--|--|--|
| 1. Actions Requested<br><b>Conversion To</b>   |  |                             |  |                                 |   |                               |  |                     |  | 2. Request Number<br><b>OP-2017-020</b>   |  |                           |  |                              |                                      |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>(HR- )</b>  |  |                             |  |                                 |   |                               |  |                     |  | 4. Proposed Effective Date<br><b>ASAP</b>   |  |                           |  |                              |                                      |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson Chief of Staff</b>   |  |                             |  |                                 |   |                               |  |                     |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt, Administrator</b>                                     |  |                           |  |                              |                                      |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 1. Name<br><b>[Redacted]</b>   |  |                             |  |                                 | 2. Social Security Number<br><b>[Redacted]</b>    |                               |  |                     |  | 3. Date of Birth<br><b>[Redacted]</b>   |  |                           |  |                              | 4. Effective Date<br><b>05-14-17</b> |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 5-A. Code<br><b>570</b>  |  |                             |  |                                 | 5-B. Nature of Action<br><b>Conv to Exe Appt.</b> |                               |  |                     |  | 6-A. Code   |  |                           |  |                              | 6-B. Nature of Action                |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 5-C. Code<br><b>7M</b>   |  |                             |  |                                 | 5-D. Legal Authority<br><b>Sch C 3317</b>         |                               |  |                     |  | 6-C. Code   |  |                           |  |                              | 6-D. Legal Authority                 |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 5-E. Code  |  |                             |  |                                 | 5-F. Legal Authority                              |                               |  |                     |  | 6-E. Code   |  |                           |  |                              | 6-F. Legal Authority                 |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 7. FROM: Position Title and Number<br><b>Same -&gt;</b>  |  |                             |  |                                 |   |                               |  |                     |  | 15. TO: Position Title and Number<br><b>[Redacted]</b>  |  |                           |  |                              |                                      |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 8. Pay Plan<br><b>AD</b>   |  | 9. Occ. Code<br><b>0301</b> |  | 10. Grade or Level<br><b>00</b> |   | 11. Step or Rate<br><b>00</b> |  | 12. Total Salary    |  | 13. Pay Basis<br><b>PA</b>  |  | 16. Pay Plan<br><b>GS</b> |  | 17. Occ. Code<br><b>0301</b> |                                      | 18. Grade or Level<br><b>15</b> |  | 19. Step or Rate<br><b>05</b> |  | 20. Total Salary/Award<br><b>\$149,337.00</b>            |  | 21. Pay Basis<br><b>PA</b> |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 12A. Basic Pay   |  |                             |  | 12B. Locality Adj.              |   |                               |  | 12C. Adj. Basic Pay |  |   |  | 12D. Other Pay            |  |                              |                                      | 20A. Basic Pay                  |  |                               |  | 20B. Locality Adj.                                       |  |                            |  | 20C. Adj. Basic Pay |                        |  |  | 20D. Other Pay |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 14. Name and Location of Position's Organization<br><b>Same -&gt;</b>  |  |                             |  |                                 |   |                               |  |                     |  | 22. Name and Location of Position's Organization<br><b>AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy</b> |  |                           |  |                              |                                      |                                 |  |                               |  |  |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 23. Veterans Preference<br><b>1 - None</b>   |  |                             |  |                                 |   |                               |  |                     |  | 24. Tenure<br><b>3</b>  |  |                           |  |                              |                                      |                                 |  |                               |  | 25. Agency Use   |  |                            |  |                     |                        |  |  |                |  | 26. Veterans Preference<br><b>YES</b>     |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 27. FEGLI  |  |                             |  |                                 |   |                               |  |                     |  | 28. Annuitant Indicator<br><b>9</b>   |  |                           |  |                              |                                      |                                 |  |                               |  | 29. Pay Rate<br><b>0</b>                                 |  |                            |  |                     |                        |  |  |                |  | 30. Retirement Plan<br><b>KA</b>          |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 31. Service Comp. Date (Leave)   |  |                             |  |                                 |   |                               |  |                     |  | 32. Work Schedule<br><b>F</b>   |  |                           |  |                              |                                      |                                 |  |                               |  | 33. Part Time Hours Per Biweekly Pay Period<br><b>00</b> |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 34. Position Occupied<br><b>2</b>  |  |                             |  |                                 |   |                               |  |                     |  | 35. FLSA Category<br><b>E</b>   |  |                           |  |                              |                                      |                                 |  |                               |  | 36. Appropriation Code<br><b>1718 B 11B ZZZMH9</b>       |  |                            |  |                     |                        |  |  |                |  | 37. Bargaining Unit Status<br><b>6688</b> |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 38. Duty Station Code  |  |                             |  |                                 |   |                               |  |                     |  | 39. Duty Station<br><b>Washington, DC</b>   |  |                           |  |                              |                                      |                                 |  |                               |  | 40. Agency Data  |  |                            |  |                     |                        |  |  |                |  | 41.                                       |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 42.  |  |                             |  |                                 |   |                               |  |                     |  | 43.   |  |                           |  |                              |                                      |                                 |  |                               |  | 44.  |  |                            |  |                     |                        |  |  |                |  | 45. Educational Level                     |  |  |  |  |  |  |  |  |  | 46. Year Degree Attained           |  |  |  |  |  |  |  |  |  |
| 47. Academic Discipline  |  |                             |  |                                 |   |                               |  |                     |  | 48. Functional Class  |  |                           |  |                              |                                      |                                 |  |                               |  | 49. Citizenship<br><b>1 - USA</b>                        |  |                            |  |                     |                        |  |  |                |  | 50. Veterans Status<br><b>A</b>           |  |  |  |  |  |  |  |  |  | 51. Supervisory Status<br><b>S</b> |  |  |  |  |  |  |  |  |  |
| 1. Office/Function<br><b>A</b>   |  |                             |  |                                 | Initials/Signature<br><b>[Signature]</b>          |                               |  |                     |  | Date<br><b>4/12/17</b>  |  |                           |  |                              | Office/Function<br><b>D. Staff</b>   |                                 |  |                               |  | Initials/Signature<br><b>[Signature]</b>                 |  |                            |  |                     | Date<br><b>5/18/17</b> |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| B. PSB   |  |                             |  |                                 | [Signature]                                       |                               |  |                     |  | [Signature]   |  |                           |  |                              | E.                                   |                                 |  |                               |  | [Signature]  |  |                            |  |                     | [Signature]            |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| C.   |  |                             |  |                                 | [Signature]                                       |                               |  |                     |  | [Signature]   |  |                           |  |                              | F.                                   |                                 |  |                               |  | [Signature]  |  |                            |  |                     | [Signature]            |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |  |                             |  |                                 |   |                               |  |                     |  | Signature<br><b>[Signature]</b>   |  |                           |  |                              |                                      |                                 |  |                               |  | Approval Date<br><b>5/18/17</b>                          |  |                            |  |                     |                        |  |  |                |  |   |  |  |  |  |  |  |  |  |  |                                    |  |  |  |  |  |  |  |  |  |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

## NOTIFICATION OF PERSONNEL ACTION

|   |  |                                     |                          |  |  |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
|---|--|-------------------------------------|--------------------------|--|--|----------------------------------|---|------------------------------------|---------------------------------|---|-----------------------|-------------------------------|------------------------|----------------------------------|--|---------------------|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |  |                                     |                          |  | 2. Social Security Number<br>[REDACTED]  |                                  | 3. Date of Birth<br>[REDACTED]                      |                                    | 4. Effective Date<br>07/16/2017 |   |                       |                               |                        |                                  |  |                     |
| <b>FIRST ACTION</b>   |  |                                     |                          |  | <b>SECOND ACTION</b>   |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-A. Code<br>002  |  | 5-B. Nature of Action<br>CORRECTION |                          |  | 6-A. Code<br>546   |                                  | 6-B. Nature of Action<br>CONV TO SES NONCAREER APPT |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-C. Code   |  | 5-D. Legal Authority                |                          |  | 6-C. Code<br>V4L   |                                  | 6-D. Legal Authority<br>5 U.S.C. 3394(A) NONCAREER  |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 5-E. Code   |  | 5-F. Legal Authority                |                          |  | 6-E. Code<br>AWM   |                                  | 6-F. Legal Authority<br>07-13-17                    |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 7. FROM: Position Title and Number<br>[REDACTED]  |  |                                     |                          |  | 15. TO: Position Title and Number<br>[REDACTED]  |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 8. Pay Plan<br>GS   |  | 9. Occ. Code<br>0301                | 10. Grade or Level<br>15 | 11. Step or Rate<br>05   | 12. Total Salary<br>149337   |                                  | 13. Pay Basis<br>PA                                 |                                    | 16. Pay Plan<br>ES              |   | 17. Occ. Code<br>0340 | 18. Grade or Level<br>00      | 19. Step or Rate<br>00 | 20. Total Salary/Award<br>151700 |  | 21. Pay Basis<br>PA |
| 12A. Basic Pay<br>117496  |  | 12B. Locality Adj.<br>31841         |                          | 12C. Adj. Basic Pay<br>149337  |  | 12D. Other Pay<br>0              |   | 20A. Basic Pay<br>151700           |                                 | 20B. Locality Adj.<br>0                           |                       | 20C. Adj. Basic Pay<br>151700 |                        | 20D. Other Pay<br>0              |  |                     |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>[REDACTED] OFFICE OF POLICY<br><br>WASHINGTON,DC                   |  |                                     |                          |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>[REDACTED] OFFICE OF POLICY<br><br>WASHINGTON,DC                            |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| <b>EMPLOYEE DATA</b>  |  |                                     |                          |  |  |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |  |                                     |                          |  | 24. Tenure<br>0 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |                                  |   | 25. Agency Use                     |                                 | 26. Veterans Preference for RIF<br>YES X NO       |                       |                               |                        |                                  |  |                     |
| 27. FEGLI<br>[REDACTED]   |  |                                     |                          |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |                                  |   |                                    |                                 | 29. Pay Rate Determinant<br>0                     |                       |                               |                        |                                  |  |                     |
| 30. Retirement Plan<br>KF FERS-FRAE & FICA  |  |                                     |                          | 31. Service Comp. Date (Leave)<br>03/26/2017   |  | 32. Work Schedule<br>F FULL-TIME |   |                                    |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                       |                               |                        |                                  |  |                     |
| <b>POSITION DATA</b>  |  |                                     |                          |  |  |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 34. Position Occupied<br>3 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved                                    |  |                                     |                          | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |  | 36. Appropriation Code           |   |                                    |                                 | 37. Bargaining Unit Status<br>8888                |                       |                               |                        |                                  |  |                     |
| 38. Duty Station Code<br>11-0010-001  |  |                                     |                          | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |  |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 40. Agency Data<br>FUNC CLS 00  |  | 41. VET STAT X                      |                          | 42. EDUC LVL 15  |  | 43. SUPV STAT 2                  |   | 44. POSITION SENSITIVITY HIGH RISK |                                 |   |                       |                               |                        |                                  |  |                     |
| 45. Remarks<br>CORRECTS ITEM NUMBER 31 FROM 03-26-17  |  |                                     |                          |  |  |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |  |                                     |                          |  | 50. Signature/Authentication and Title of Approving Official<br>171581755 / ELECTRONICALLY SIGNED BY:<br>VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |
| 47. Agency Code<br>EP00   |  | 48. Personnel Office ID<br>3216     |                          | 49. Approval Date<br>08/21/2017  |  |                                  |   |                                    |                                 |   |                       |                               |                        |                                  |  |                     |



SRO Approval \_\_\_\_\_  
John E Reeder

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

|  |  |
|--|--|
| 1. Actions Requested<br><b>Conversion to</b>   | 2. Request Number<br><b>OP-2017-025</b>  |
| 3. For Additional Information Call (Name and Telephone Number)<br><b>(HR: [redacted])</b>                        | 4. Proposed Effective Date<br><b>07-16-17</b>  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>Ryan T. Jackson Chief of Staff</b> | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>E. Scott Pruitt / Administrator</b> |

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-year order.)

|                              |  |                                       |  |
|------------------------------|--|---------------------------------------|--|
| 1. Name<br><b>[redacted]</b> | 2. Social Security Number<br><b>[redacted]</b>                 | 3. Date of Birth<br><b>[redacted]</b> | 4. Effective Date<br><b>07-16-17</b>       |
| <b>FIRST ACTION</b>          |  | <b>SECOND ACTION</b>                  |  |
| 5-A. Code<br><b>546</b>      | 5-B. Nature of Action<br><b>Conv to SES Non-Career Appt</b>    | 6-A. Code<br><b>[redacted]</b>        | 6-B. Nature of Action<br><b>[redacted]</b> |
| 5-C. Code<br><b>V4L</b>      | 5-D. Legal Authority<br><b>5 U.S.C. 3394(a) Non-Career and</b> | 6-C. Code<br><b>[redacted]</b>        | 6-D. Legal Authority<br><b>[redacted]</b>  |
| 5-E. Code<br><b>AWM</b>      | 5-F. Legal Authority<br><b>OPM Form 1652 dated 07-13-17</b>    | 6-E. Code<br><b>[redacted]</b>        | 6-F. Legal Authority<br><b>[redacted]</b>  |

|  |  |                                 |                               |   |                            |  |                              |                                 |                               |  |                            |
|--|--|---------------------------------|-------------------------------|---|----------------------------|--|------------------------------|---------------------------------|-------------------------------|--|----------------------------|
| 7. FROM: Position Title and Number<br><b>[redacted]</b>  | 15. TO: Position Title and Number<br><b>[redacted]</b> |                                 |                               |   |                            |  |                              |                                 |                               |  |                            |
| 8. Pay Plan<br><b>GS</b>   | 9. Occ. Code<br><b>301</b>                             | 10. Grade or Level<br><b>15</b> | 11. Step or Rate<br><b>05</b> | 12. Total Salary<br><b>\$149,337.00</b> | 13. Pay Basis<br><b>PA</b> | 16. Pay Plan<br><b>ES</b>  | 17. Occ. Code<br><b>0340</b> | 18. Grade or Level<br><b>00</b> | 19. Step or Rate<br><b>00</b> | 20. Total Salary/Award<br><b>\$151,700</b> | 21. Pay Basis<br><b>PA</b> |
| 12A. Basic Pay   | 12B. Locality Adj.                                     | 12C. Adj. Basic Pay             | 12D. Other Pay                | 20A. Basic Pay                          | 20B. Locality Adj.         | 20C. Adj. Basic Pay  | 20D. Other Pay               |                                 |                               |  |                            |
| 14. Name and Location of Position's Organization<br><b>AA00000 - US, EPA, Office of the Administrator<br/>Office of Policy</b> |  |                                 |                               |   |                            | 22. Name and Location of Position's Organization<br><b>AA00000 - US, EPA, Office of the Administrator<br/>Office of Policy</b> |                              |                                 |                               |  |                            |

|   |  |  |  |   |  |   |  |   |  |   |  |
|---|--|--|--|---|--|---|--|---|--|---|--|
| <b>EMPLOYEE DATA</b>  |  |  |  | <b>24. Tenure</b>                                       |  |   |  | <b>25. Agency Use</b>                                   |  | <b>26. Veterans Preference</b>            |  |
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Noncompetitive 6 - 10-Point/Noncompetitive/Other |  |  |  | 0 - None 2 - Conditional<br>1 - Dominant 3 - Indefinite |  |   |  |   |  | YES NO for RIF                            |  |
| 27. FEGLI   |  |  |  | 28. Annuitant Indicator                                 |  |   |  | 29. Pay Rate<br>Determinant                             |  | 30. Retirement Plan                       |  |
| 31. Service Comp. Date (Leave)  |  |  |  | 32. Work Schedule                                       |  |   |  | 33. Part Time Hours Per Biweekly Pay Period             |  |   |  |
| <b>POSITION DATA</b>  |  |  |  |   |  |   |  |   |  |   |  |
| 34. Position Occupied<br><b>3</b> 1 - Competitive Service 3 - SES General<br>2 - Exempt Service 4 - SES Career Generalist                                   |  |  |  |   |  | 35. FLSA Category<br><b>E</b>             |  | 36. Appropriation Code<br><b>2017/2018 B 11B ZZZMH9</b> |  | 37. Bargaining Unit Status<br><b>8888</b> |  |
| 38. Duty Station Code<br><b>1-OP10-DOI</b>  |  |  |  |   |  | 39. Duty Station<br><b>Washington, DC</b> |  |   |  |   |  |
| 40. Agency Data   |  |  |  |   |  | 41. 42. 43. 44.                           |  |   |  |   |  |
| 45. Educational Level   |  |  |  |   |  | 46. Year Degree Attained                  |  |   |  |   |  |
| 47. Academic Discipline   |  |  |  |   |  | 48. Functional Class                      |  |   |  |   |  |
| 49. Citizenship<br>1 - USA 8 - Other  |  |  |  |   |  | 50. Veterans Status                       |  |   |  |   |  |
| 51. Supervisory Status<br><b>S</b>  |  |  |  |   |  |   |  |   |  |   |  |

### PART C - Reviews and Approvals (Not to be used by requesting office.)

| 1. Office/Function   | Initials/Signature | Date | Office/Function                 | Initials/Signature | Date                      |
|--|--------------------|------|---------------------------------|--------------------|---------------------------|
| A.   |                    |      | D. Staff                        | <i>Ann Hackley</i> | 07-19-17                  |
| B.   |                    |      | E.                              |                    |                           |
| C.   |                    |      | F.                              |                    |                           |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |                    |      | Signature<br><i>Ann Hackley</i> |                    | Approval Date<br>07-19-17 |

CONTINUED ON NEXT PAGE

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES☐ NO

..... OGE 450 Not Required

..... OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

**PART F - Remarks for SF 50**

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

M38: Frozen Service: 00-00

T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.

ZZZ: This position is designated for Drug Testing.

# Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 07/06/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: EP170079 Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No Duration: ES Pay Level: \$151,700 Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED] Title: [REDACTED]

Organization Name: [REDACTED]

Recruited From: SAME BUREAU, SAME AGENCY GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

## SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or: E. Scott Pruitt, Administrator

Signature: [Signature]

Date Signed: 7/5/17

Agency White House Liaison

Name: Charles Munoz

Phone: 564-3057

Signature: [Signature]

Date Signed: 7/10/17

## OPM USE ONLY

Check the appropriate Box(es)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Your request for a new noncareer appointment authority, reassignment or pay level change is:  | <input checked="" type="checkbox"/> Approved                            | <input type="checkbox"/> Approved with Modification * |
| <input type="checkbox"/> Your request for a limited term emergency appointment authority for the duration of _____ is: | <input type="checkbox"/> Disapproved                                    | <input type="checkbox"/> Return without Action        |
| <input type="checkbox"/> Your request for temporary space allocation   | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |   |

Number of non-career allocations: \_\_\_\_\_ Percent of SES space allocation: \_\_\_\_\_

OPM Approving Official: [Signature]

Date Signed: 7/13/17

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

|  |            |  |  |   |        |
|--|------------|--|--|---|--------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |            | 1. DUTY LOCATION<br>Washington, DC   |  | 2. POSITION NUMBER<br>[REDACTED]  |        |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position  |            |  |  |   |        |
|  | b. Title   | c. Pay Plan  | d. Series  | e. Grade  | f. CLC |
| Official Allocation  | [REDACTED] | ES   | 0340   | 00  |        |
| 4. Supervisor's Recommendation   | [REDACTED] | ES   | 0340   |   |        |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)   |            | 6. NAME OF EMPLOYEE  |  |   |        |
|  |            | [REDACTED]   |  |   |        |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |            | c.   |  |   |        |
| b. OFFICE OF THE ADMINISTRATOR   |            | f.   |  |   |        |
| c. Office of Policy  |            | g.   |  |   |        |
| d.   |            | h. Employing Office Location<br>Washington, DC   |  |   |        |
|  |            | i. Organization Code<br>AA000000   |  |   |        |
| 8. SUPERVISORY STATUS  |            |  |  |   |        |
| <input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |            |  |  |   |        |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |            |  |  |   |        |
| a. Typed Name and Title of Immediate Supervisor  |            |  | d. Typed Name and Title of Second-Level Supervisor |   |        |
| Ryan T. Jackson, Chief of Staff  |            |  | E. Scott Pruitt, Administrator, EPA                |   |        |
| b. Signature   |            | c. Date  |  | e. Signature  |        |
| [Signature]  |            | 7/1/17   |  | [Signature]   |        |
|  |            |  |  | f. Date   |        |
|  |            |  |  | 7/2/17  |        |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |            |  |  |   |        |
| a. Promotion Potential   |            |  |  |   |        |
| <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:  |            |  |  |   |        |
| b. PSB Risk Designation  |            | c. Financial Disclosure Form   |  | d. "Identical, Additional" (IA)   |        |
| <input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input checked="" type="checkbox"/> 3 High<br>Security Clearance Required: Yes  |            | <input type="checkbox"/> OGE-450 Required<br><input checked="" type="checkbox"/> OGE-278 Required<br>No financial disclosure forms required  |  | <input type="checkbox"/> Allocation This position<br><input type="checkbox"/> may be IA'ed<br><input checked="" type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent  |        |
|  |            |  |  | e. FLSA Determination   |        |
|  |            |  |  | <input type="checkbox"/> NONEXEMPT <input type="checkbox"/><br><input checked="" type="checkbox"/> EXEMPT<br>(*check exemption category)<br><input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive |        |
| f. Functional Classification Code  |            |  |  |   |        |
| g. Bargaining Unit Code  |            | h. Check, if applicable:   |  | i. Classifier's Signature   |        |
| 86886  |            | <input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties ( % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) |  | [Signature]   |        |
|  |            |  |  | j. Date   |        |
|  |            |  |  | 07/06/17  |        |
| 11. REMARKS  |            |  |  |   |        |
| Secure Clearance   |            |  |  |   |        |

SRO Approval \_\_\_\_\_  
John E Reeder

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 35 and 39.)

|   |  |   |  |
|---|--|---|--|
| 1. Actions Requested<br>Non Career - SES  |  | 2. Request Number<br>OP-2018-000  |  |
| 3. For Additional Information Call (Name and Telephone Number)<br>(HR- )                                  |  | 4. Proposed Effective Date  |  |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson Chief of Staff |  | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt / Administrator |  |

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

|         |                           |                  |                   |
|---------|---------------------------|------------------|-------------------|
| 1. Name | 2. Social Security Number | 3. Date of Birth | 4. Effective Date |
|---------|---------------------------|------------------|-------------------|

#### FIRST ACTION

|           |                       |
|-----------|-----------------------|
| 5-A. Code | 5-B. Nature of Action |
| 5-C. Code | 5-D. Legal Authority  |
| 5-E. Code | 5-F. Legal Authority  |

#### SECOND ACTION

|           |                       |
|-----------|-----------------------|
| 6-A. Code | 6-B. Nature of Action |
| 6-C. Code | 6-D. Legal Authority  |
| 6-E. Code | 6-F. Legal Authority  |

#### 7. FROM: Position Title and Number

#### 15. TO: Position Title and Number

|                   |                    |                     |                  |                  |                     |                     |                       |                    |                  |  |                     |
|-------------------|--------------------|---------------------|------------------|------------------|---------------------|---------------------|-----------------------|--------------------|------------------|--|---------------------|
| 8. Pay Plan<br>ES | 9. Occ. Code       | 10. Grade or Level  | 11. Step or Rate | 12. Total Salary | 13. Pay Basis<br>PA | 16. Pay Plan<br>ES  | 17. Occ. Code<br>0343 | 18. Grade or Level | 19. Step or Rate | 20. Total Salary/Award<br>\$161,900.00 | 21. Pay Basis<br>PA |
| 12A. Basic Pay    | 12B. Locality Adj. | 12C. Adj. Basic Pay | 12D. Other Pay   | 20A. Basic Pay   | 20B. Locality Adj.  | 20C. Adj. Basic Pay | 20D. Other Pay        |                    |                  |  |                     |

14. Name and Location of Position's Organization  
AA00000 - US, EPA, Office of the Administrator  
Office of Policy

22. Name and Location of Position's Organization  
AA00000 - US, EPA, Office of the Administrator  
Office of Policy

#### EMPLOYEE DATA

|   |  |                          |   |
|---|--|--------------------------|---|
| 23. Veterans Preference<br>1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Nonresidence 6 - 10-Point/Nonresidence/20% | 24. Tenure<br>0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite | 25. Agency Use           | 26. Veterans Preference for RIF<br>YES NO   |
| 27. FEGLI   | 28. Annuitant Indicator  | 29. Pay Rate Determinant |   |
| 30. Retirement Plan   | 31. Service Comp. Date (Leave)   | 32. Work Schedule        | 33. Part Time Hours Per Biweekly Pay Period |

#### POSITION DATA

|  |                                    |  |                            |
|--|------------------------------------|--|----------------------------|
| 34. Position Occupied<br>1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Specialist | 35. FLSA Category                  | 36. Appropriation Code<br>2018/2019 B 11B 000MH9 | 37. Bargaining Unit Status |
| 38. Duty Station Code  | 39. Duty Station<br>Washington, DC |  |                            |

|                       |                          |                         |                      |                                      |                     |                        |
|-----------------------|--------------------------|-------------------------|----------------------|--------------------------------------|---------------------|------------------------|
| 40. Agency Data       | 41.                      | 42.                     | 43.                  | 44.                                  |                     |                        |
| 45. Educational Level | 46. Year Degree Attained | 47. Academic Discipline | 48. Functional Class | 49. Citizenship<br>1 - USA 8 - Other | 50. Veterans Status | 51. Supervisory Status |

### PART C - Reviews and Approvals (Not to be used by requesting office.)

| 1. Office/Function   | Initials/Signature | Date | Office/Function | Initials/Signature | Date          |
|--|--------------------|------|-----------------|--------------------|---------------|
| A.   |                    |      | D.              |                    |               |
| B.   |                    |      | E.              |                    |               |
| C.   |                    |      | F.              |                    |               |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |                    |      | Signature       |                    | Approval Date |

CONTINUED ON NEXT PAGE

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize GPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|

**PART F - Remarks for SF 50**



# Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 12/19/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: [REDACTED]

Request Type: REASSIGNMENT

Appointment Authority: NONCAREER

Extension: No

Duration:

ES Pay Level: \$161,900

Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED]

Title: [REDACTED]

Organization Name: [REDACTED]

Recruited From: SAME BUREAU, SAME AGENCY

GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

## SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or

E. Scott Pruitt, Administrator

Signature: [Signature]

Date Signed: 12/20/17

## Agency White House Liaison

Name: Charles Munoz

Phone: 564-3097

Signature: [Signature]

Date Signed: 12/20/17

## OPM USE ONLY

Check the appropriate Box(es)

☐ Your request for a new noncareer appointment authority, reassignment or pay level change is:

☐ Approved

☐ Approved with Modification \*

☐ Your request for a limited term emergency appointment authority for the duration of \_\_\_\_\_ is:

☐ Disapproved

☐ Return without Action

☐ Your request for temporary space allocation

\* Modification

Number of non-career allocations: \_\_\_\_\_ Percent of SES space allocation: \_\_\_\_\_ %

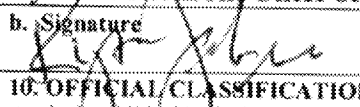
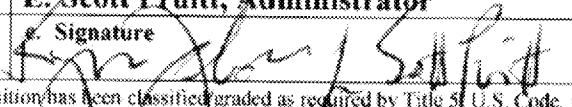
OPM Approving Official: \_\_\_\_\_ Date Signed: \_\_\_\_\_

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

|   |  |   |  |   |                  |
|---|--|---|--|---|------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |  | <b>1. DUTY LOCATION</b><br><br>Washington, DC   |  | <b>2. POSITION NUMBER</b>   |                  |
| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position<br><div style="background-color: black; height: 20px; width: 100%;"></div>   |  |   |  |   |                  |
|   |  | <b>b. Title</b>   |  | <b>c. Pay Plan</b>  | <b>d. Series</b> |
| <b>Official Allocation</b>  |  |   |  |   |                  |
| <b>4. Supervisor's Recommendation</b>   |  |   |  | ES  | 0343             |
|   |  |   |  |   |                  |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>   |  |   | <b>6. NAME OF EMPLOYEE</b>   |   |                  |
|   |  |   | <div style="background-color: black; height: 20px; width: 100%;"></div>              |   |                  |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |  |   | c.   |   |                  |
| b. Office of the Administrator  |  |   | e.   |   |                  |
| c. Office of Policy   |  |   | h. Employing Office Location - Washington, DC  |   |                  |
| d.  |  |   | i. Organization Code - AA0000000   |   |                  |
| <b>8. SUPERVISORY STATUS</b>  |  |   |  |   |                  |
| <input checked="" type="radio"/> <b>[2] Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input checked="" type="radio"/> <b>[4] Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input checked="" type="radio"/> <b>[5] Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input checked="" type="radio"/> <b>[6] Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input checked="" type="radio"/> <b>[7] Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="radio"/> <b>[8] All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |   |  |   |                  |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |   |  |   |                  |
| <b>a. Typed Name and Title of Immediate Supervisor</b>  |  |   | <b>d. Typed Name and Title of Second-Level Supervisor</b>                            |   |                  |
| Ryan T. Jackson, Chief of Staff   |  |   | E. Scott Pruitt, Administrator   |   |                  |
| <b>b. Signature</b>   |  | <b>c. Date</b>  | <b>e. Signature</b>  |   | <b>f. Date</b>   |
|   |  | 12/18/17  |  |   | 12/15/17         |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |  |   |  |   |                  |
| <b>a. Promotion Potential</b>   |  |   |  |   |                  |
| <input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |  |   |  |   |                  |
| <b>b. PSB Risk Designation</b>  |  | <b>c. Financial Disclosure Form</b>   |  | <b>d. "Identical, Additional" (IA) Allocation</b>   |                  |
| <input checked="" type="radio"/> 1: Low<br><input type="radio"/> 2: Moderate<br><input type="radio"/> 3: High<br>Security Clearance Required: Yes TS/SCI  |  | <input type="radio"/> OGE-450 Required<br><input type="radio"/> OGE-278 Required<br><input type="radio"/> No financial disclosure forms required  |  | <input type="radio"/> This position<br><input type="radio"/> may be IA'ed<br><input type="radio"/> may not be IA'ed<br><input type="radio"/> is limited to current incumbent  |                  |
|   |  |   |  | <b>e. FLSA Determination</b>  |                  |
|   |  |   |  | <input checked="" type="radio"/> NONEXEMPT <input type="radio"/> EXEMPT*<br>(*check exemption category)<br><input type="radio"/> Administrative<br><input type="radio"/> Professional <input type="radio"/> Executive |                  |
| <b>g. Bargaining Unit Code</b>  |  | <b>h. Check, if applicable:</b>   |  | <b>i. Classifier's Signature</b>  |                  |
| 88888   |  | <input type="radio"/> Medical Monitoring Required<br><input type="radio"/> Extramural Resources Management Duties ( 0 % of time)<br><input type="radio"/> This position is subject to random drug testing ( ) |  |   |                  |
| <b>j. Date</b>  |  |   |  |   |                  |
|   |  |   |  |   |                  |
| <b>11. REMARKS</b>  |  |   |  |   |                  |



## Appendix G: Employee G

## NOTIFICATION OF PERSONNEL ACTION

|  |  |   |                          |  |                           |   |  |  |                       |   |                        |                                  |                     |                     |  |
|--|--|---|--------------------------|--|---------------------------|---|--|--|-----------------------|---|------------------------|----------------------------------|---------------------|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]  |  |   |                          | 2. Social Security Number<br>[REDACTED]  |                           | 3. Date of Birth<br>[REDACTED]  |  | 4. Effective Date<br>09/03/2017        |                       |   |                        |                                  |                     |                     |  |
| <b>FIRST ACTION</b>  |  |   |                          | <b>SECOND ACTION</b>   |                           |   |  |  |                       |   |                        |                                  |                     |                     |  |
| 5-A. Code<br>570   |  | 5-B. Nature of Action<br>CONV TO EXC APPT |                          |  |                           | 6-A. Code   |  | 6-B. Nature of Action                  |                       |   |                        |                                  |                     |                     |  |
| 5-C. Code<br>ZLM   |  | 5-D. Legal Authority<br>P.L 95-190        |                          |  |                           | 6-C. Code   |  | 6-D. Legal Authority                   |                       |   |                        |                                  |                     |                     |  |
| 5-E. Code  |  | 5-F. Legal Authority                      |                          |  |                           | 6-E. Code   |  | 6-F. Legal Authority                   |                       |   |                        |                                  |                     |                     |  |
| 7. FROM: Position Title and Number<br>[REDACTED]   |  |   |                          |  |                           | 15. TO: Position Title and Number<br>[REDACTED]   |  |  |                       |   |                        |                                  |                     |                     |  |
| 8. Pay Plan<br>AD  |  | 9. Occ. Code<br>0301                      | 10. Grade or Level<br>00 | 11. Step or Rate<br>00   | 12. Total Salary<br>79720 | 13. Pay Basis<br>PA   | 16. Pay Plan<br>AD   |  | 17. Occ. Code<br>0301 | 18. Grade or Level<br>00                          | 19. Step or Rate<br>00 | 20. Total Salary/Award<br>100981 | 21. Pay Basis<br>PA |                     |  |
| 12A. Basic Pay<br>62722  |  | 12B. Locality Adj.<br>16998               |                          | 12C. Adj. Basic Pay<br>79720   |                           | 12D. Other Pay<br>0   |  | 20A. Basic Pay<br>100981               |                       | 20B. Locality Adj.<br>0                           |                        | 20C. Adj. Basic Pay<br>100981    |                     | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC   |  |   |                          |  |                           |   | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br><br>WASHINGTON,DC |  |                       |   |                        |                                  |                     |                     |  |
| <b>EMPLOYEE DATA</b>   |  |   |                          |  |                           |   |  |  |                       |   |                        |                                  |                     |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%  |  |   |                          |  |                           | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite                              |  | 25. Agency Use                         |                       | 26. Veterans Preference for RIF<br>YES X NO       |                        |                                  |                     |                     |  |
| 27. FEGLI<br>[REDACTED]  |  |   |                          |  |                           | 28. Annuitant Indicator<br>9 NOT APPLICABLE   |  |  |                       | 29. Pay Rate Determinant<br>0                     |                        |                                  |                     |                     |  |
| 30. Retirement Plan<br>KR FERS-RAE & FICA  |  |   |                          | 31. Service Comp. Date (Leave)<br>03/13/2017   |                           | 32. Work Schedule<br>F FULL-TIME  |  |  |                       | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                        |                                  |                     |                     |  |
| <b>POSITION DATA</b>   |  |   |                          |  |                           |   |  |  |                       |   |                        |                                  |                     |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved   |  |   |                          | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |                           | 36. Appropriation Code  |  |  |                       | 37. Bargaining Unit Status<br>8888                |                        |                                  |                     |                     |  |
| 38. Duty Station Code<br>11-0010-001   |  |   |                          | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |                           |   |  |  |                       |   |                        |                                  |                     |                     |  |
| 40. Agency Data<br>FUNC CLS 00   |  | 41. VET STAT X                            |                          | 42. EDUC LVL 13  |                           | 43. SUPV STAT 8   |  | 44. POSITION SENSITIVITY MODERATE RISK |                       |   |                        |                                  |                     |                     |  |
| 45. Remarks<br>CREDITABLE MILITARY SERVICE: NONE<br>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.<br>PREVIOUS RETIREMENT COVERAGE: NEVER COVERED<br>FROZEN SERVICE NONE |  |   |                          |  |                           |   |  |  |                       |   |                        |                                  |                     |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO   |  |   |                          |  |                           | 50. Signature/Authentication and Title of Approving Official<br>171662485 / ELECTRONICALLY SIGNED BY: |  |  |                       |   |                        |                                  |                     |                     |  |
| 47. Agency Code<br>EP00  |  | 48. Personnel Office ID<br>3216           |                          | 49. Approval Date<br>09/06/2017  |                           | VICKIE H. TELLIS<br>ACTG DIR, EXEC RESOURCES DIV, OHR   |  |  |                       |   |                        |                                  |                     |                     |  |

## NOTIFICATION OF PERSONNEL ACTION

|   |  |                                     |                    |  |  |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |
|---|--|-------------------------------------|--------------------|--|--|---|-------------------------------------|--|---------------------------------|---|------------------------|---------------------------------|---------------------|---------------------|--|
| 1. Name (Last, First, Middle)<br>[REDACTED]   |  |                                     |                    |  | 2. Social Security Number<br>[REDACTED]  |   | 3. Date of Birth<br>[REDACTED]      |  | 4. Effective Date<br>03/13/2017 |   |                        |                                 |                     |                     |  |
| <b>FIRST ACTION</b>   |  |                                     |                    |  | <b>SECOND ACTION</b>   |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 5-A. Code<br>002  |  | 5-B. Nature of Action<br>CORRECTION |                    |  | 6-A. Code<br>170   |   | 6-B. Nature of Action<br>EXC APPT   |  |                                 |   |                        |                                 |                     |                     |  |
| 5-C. Code   |  | 5-D. Legal Authority                |                    |  | 6-C. Code<br>ZLM   |   | 6-D. Legal Authority<br>P.L. 95-190 |  |                                 |   |                        |                                 |                     |                     |  |
| 5-E. Code   |  | 5-F. Legal Authority                |                    |  | 6-E. Code  |   | 6-F. Legal Authority                |  |                                 |   |                        |                                 |                     |                     |  |
| 7. FROM: Position Title and Number  |  |                                     |                    |  | 15. TO: Position Title and Number<br>[REDACTED]  |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 8. Pay Plan   |  | 9. Occ. Code                        | 10. Grade or Level | 11. Step or Rate   | 12. Total Salary   |   | 13. Pay Basis                       | 16. Pay Plan<br>AD                     | 17. Occ. Code<br>0301           | 18. Grade or Level<br>00                          | 19. Step or Rate<br>00 | 20. Total Salary/Award<br>79720 | 21. Pay Basis<br>PA |                     |  |
| 12A. Basic Pay  |  | 12B. Locality Adj.                  |                    | 12C. Adj. Basic Pay  |  | 12D. Other Pay  |                                     | 20A. Basic Pay<br>62722                |                                 | 20B. Locality Adj.<br>16998                       |                        | 20C. Adj. Basic Pay<br>79720    |                     | 20D. Other Pay<br>0 |  |
| 14. Name and Location of Position's Organization  |  |                                     |                    |  | 22. Name and Location of Position's Organization<br>OFFICE OF THE ADMINISTRATOR<br>OFFICE OF PUBLIC AFFAIRS<br><br>WASHINGTON,DC |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| <b>EMPLOYEE DATA</b>  |  |                                     |                    |  |  |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 23. Veterans Preference<br>1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |  |                                     |                    |  | 24. Tenure<br>3 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite   |   |                                     | 25. Agency Use                         |                                 | 26. Veterans Preference for RIF<br>YES X NO       |                        |                                 |                     |                     |  |
| 27. FEGLI<br>[REDACTED]   |  |                                     |                    |  | 28. Annuitant Indicator<br>9 NOT APPLICABLE  |   |                                     |  | 29. Pay Rate Determinant<br>0   |   |                        |                                 |                     |                     |  |
| 30. Retirement Plan<br>KR FERS-RAE & FICA   |  |                                     |                    | 31. Service Comp. Date (Leave)<br>03/13/2017   |  | 32. Work Schedule<br>F FULL-TIME  |                                     |  |                                 | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |                        |                                 |                     |                     |  |
| <b>POSITION DATA</b>  |  |                                     |                    |  |  |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved                                    |  |                                     |                    | 35. FLSA Category<br>E E - Exempt<br>N - Nonexempt   |  | 36. Appropriation Code  |                                     |  |                                 | 37. Bargaining Unit Status<br>8888                |                        |                                 |                     |                     |  |
| 38. Duty Station Code<br>11-0010-001  |  |                                     |                    | 39. Duty Station (City - County - State or Overseas Location)<br>WASHINGTON,DISTRICT OF COLUMBIA |  |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 40. Agency Data<br>FUNC CLS 00  |  | 41. VET STAT X                      |                    | 42. EDUC LVL 13  |  | 43. SUPV STAT 8   |                                     | 44. POSITION SENSITIVITY MODERATE RISK |                                 |   |                        |                                 |                     |                     |  |
| 45. Remarks<br>CORRECTS ITEM NUMBER 15 FROM [REDACTED]  |  |                                     |                    |  |  |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 46. Employing Department or Agency<br>EP - ENVIRONMENTAL PROTECTIO  |  |                                     |                    |  |  | 50. Signature/Authentication and Title of Approving Official<br>171236184 / ELECTRONICALLY SIGNED BY:<br>BENJAMIN H. PEABODY<br>ACTG DIR, EXEC RESOURCES DIV, OHR |                                     |  |                                 |   |                        |                                 |                     |                     |  |
| 47. Agency Code<br>EP00   |  | 48. Personnel Office ID<br>3216     |                    | 49. Approval Date<br>07/12/2017  |  |   |                                     |  |                                 |   |                        |                                 |                     |                     |  |

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

**PART A: Requesting Office** (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 38.)

|   |   |
|---|---|
| 1. Actions Requested<br>Conversion of AD Appt.  | 2. Request Number<br>IO-2017-119  |
| 3. For Additional Information Call (Name and Telephone Number)<br>(HR- )                                  | Local Tracking No:<br>Proposed Effective Date   |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Ryan T. Jackson Chief of Staff | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt / Administrator |
| 7. Name   | 2. Social Security Number   |
|   | 3. Date of Birth  |
|   | 4. Effective Date<br>09-03-17   |

|                      |   |                       |                       |
|----------------------|---|-----------------------|-----------------------|
| <b>FIRST ACTION:</b> |   | <b>SECOND ACTION:</b> |                       |
| 5-A. Code<br>570     | 5-B. Nature of Action<br>conv to Exc Appt | 6-A. Code             | 6-B. Nature of Action |
| 5-C. Code<br>20m     | 5-D. Legal Authority<br>P.L. 95-190       | 6-C. Code             | 6-D. Legal Authority  |
| 5-E. Code            | 5-F. Legal Authority                      | 6-E. Code             | 6-F. Legal Authority  |

|  |  |                          |  |  |  |  |  |  |  |  |  |
|--|--|--------------------------|--|--|--|--|--|--|--|--|--|
| 7. FROM: Position Title and Number   |  |                          |  |  |  | 15. TO: Position Title and Number  |  |  |  |  |  |
| 8. Pay Plan<br>AD  |  |                          |  |  |  | 16. Pay Plan<br>AD   |  |  |  |  |  |
| 9. Occ. Code<br>0301   |  | 10. Grade or Level<br>00 |  | 11. Step or Rate<br>00                 |  | 17. Occ. Code<br>0301  |  | 18. Grade or Level<br>00   |  | 19. Step or Rate<br>00   |  |
| 12. Total Salary<br>\$94,796.00  |  | 13. Pay Basis<br>PA      |  | 20. Total Salary/Award<br>\$100,981.00 |  | 21. Pay Basis<br>PA  |  | 22. Name and Location of Position's Organization<br>A0000000 - US EPA, Office of the Administrator<br>Washington, DC 20460 |  | 23. Name and Location of Position's Organization<br>A0000000 - US EPA, Office of the Administrator<br>Washington, DC 20460 |  |
| 12A. Basic Pay   |  | 12B. Locality Adj.       |  | 12C. Adj. Basic Pay                    |  | 12D. Other Pay   |  | 20A. Basic Pay   |  | 20B. Locality Adj.   |  |
|  |  |                          |  |  |  |  |  | 20C. Adj. Basic Pay  |  | 20D. Other Pay   |  |
|  |  |                          |  |  |  |  |  |  |  |  |  |
| 14. Name and Location of Position's Organization<br>US, EPA, Office of the Administrator - A00000000<br>Office of Public Affairs |  |                          |  |  |  | 22. Name and Location of Position's Organization<br>A0000000 - US EPA, Office of the Administrator<br>Washington, DC 20460 |  |  |  |  |  |

|  |  |  |  |  |  |                     |  |   |  |  |  |
|--|--|--|--|--|--|---------------------|--|---|--|--|--|
| <b>EMPLOYEE DATA</b>   |  |  |  | <b>24. Tenure</b>  |  |                     |  | <b>25. Agency Use</b>                       |  | <b>26. Veterans Preference</b>   |  |
| 23. Veterans Preference<br>1 - None 5 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Disability 2 - 10-Point/Other |  |  |  | 3 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite |  |                     |  |   |  | YES NO for RIF   |  |
| 27. FEGLI  |  |  |  | 28. Annuitant Indicator                                  |  |                     |  | 29. Pay Rate<br>Determinant                 |  | 30. Retirement Plan  |  |
| 31. Service Comp. Date (Leave)   |  |  |  | 32. Work Schedule  |  |                     |  | 33. Part Time Hours Per Biweekly Pay Period |  | 34. Position Occupied<br>2 1 - Competitive Service 3 - SES General<br>2 - Extended Service 4 - SES Career Position |  |
| 35. FLSA Category<br>E   |  |  |  | 36. Appropriation Code<br>17/18 B 11A ZZZME8             |  |                     |  | 37. Bargaining Unit Status<br>9888          |  | 38. Duty Station Code  |  |
| 39. Duty Station<br>Washington, DC 20460   |  |  |  |  |  |                     |  |   |  |  |  |
| 40. Agency Data  |  |  |  | 41.  |  |                     |  | 42.   |  | 43.  |  |
| 44.  |  |  |  | 45. Educational Level                                    |  |                     |  | 46. Year Degree Attained                    |  | 47. Academic Discipline  |  |
| 48. Functional Class   |  |  |  | 49. Citizenship<br>1 - USA 8 - Other                     |  | 50. Veterans Status |  | 51. Supervisory Status<br>N                 |  |  |  |

**PART C: Reviews and Approvals** (Not to be used by requesting office.)

|                    |                    |      |                 |                    |      |
|--------------------|--------------------|------|-----------------|--------------------|------|
| 1. Office/Function | Initials/Signature | Date | Office/Function | Initials/Signature | Date |
| A.                 |                    |      | D.              |                    |      |
| B.                 |                    |      | E.              |                    |      |
| C.                 |                    |      | F.              |                    |      |

|  |                         |                         |
|--|-------------------------|-------------------------|
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. | Signature<br>P. Jackson | Approval Date<br>9-6-17 |
|--|-------------------------|-------------------------|

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-8239

FPRS

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

OGE 450 Not Required

OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day #midnight - unless you specify otherwise.)

| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|-------------------|-------------------|----------------|---|
|-------------------|-------------------|----------------|---|

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

|   |                                     |  |                       |
|---|-------------------------------------|--|-----------------------|
| 1. Actions Requested<br>Administratively Determined Appointment   |                                     | 2. Request Number<br>IO-2017-058   |                       |
| 3. For Additional Information Call (Name and Telephone Number)  |                                     | Local Tracking No:   |                       |
| 4. Proposed Effective Date<br>03/05/2017  |                                     |  |                       |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br>Michael Flynn Acting Deputy Administrator 3/17/17  |                                     | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br>E. Scott Pruitt / Administrator 3/17/17                    |                       |
| 1. Name   |                                     | 2. Social Security Number  | 3. Date of Birth      |
| 4. Effective Date<br>03-13-2017   |                                     |  |                       |
| 5-A. Code<br>170  | 5-B. Nature of Action<br>EXC APPT.  | 6-A. Code  | 6-B. Nature of Action |
| 5-C. Code<br>ZLM  | 5-D. Legal Authority<br>P.L. 95-190 | 6-C. Code  | 6-D. Legal Authority  |
| 5-E. Code   | 5-F. Legal Authority                | 6-E. Code  | 6-F. Legal Authority  |
| 7. FROM: Position Title and Number  |                                     | 15. TO: Position Title and Number  |                       |
| 8. Pay Plan   | 9. Occ. Code                        | 10. Grade or Level   | 11. Step or Rate      |
| 12. Total Salary  | 13. Pay Basis                       | 16. Pay Plan<br>AD   | 17. Occ. Code<br>0301 |
| 18. Grade or Level<br>00  | 19. Step or Rate<br>00              | 20. Total Salary/Award   | 21. Pay Basis<br>PA   |
| 12A. Basic Pay  | 12B. Locality Adj.                  | 12C. Adj. Basic Pay  | 12D. Other Pay        |
| 20A. Basic Pay  | 20B. Locality Adj.                  | 20C. Adj. Basic Pay  | 20D. Other Pay        |
| 14. Name and Location of Position's Organization  |                                     | 22. Name and Location of Position's Organization<br>USEPA, Office of the Administrator<br>Office of Public Affairs<br>Washington, DC 20460 |                       |
| 23. Veterans Preference<br>1 - None<br>2 - 5-Point<br>3 - 10-Point/Disability<br>4 - 10-Point/Non-Disability<br>5 - 10-Point/Other<br>6 - 10-Point/Non-Disability/Other |                                     | 24. Tenure<br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite   |                       |
| 25. Agency Use  |                                     | 26. Veterans Preference<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF   |                       |
| 27. FEGLI   |                                     | 28. Annuity Indicator<br>9   |                       |
| 29. Pay Rate<br>0   |                                     | 30. Retirement Plan<br>KR  |                       |
| 31. Service Comp. Date (Leave)<br>03-13-17  |                                     | 32. Work Schedule<br>F   |                       |
| 33. Part Time Hours Per Week<br>00  |                                     | 34. Position Occupied<br>2   |                       |
| 35. FLSA Category<br>E  |                                     | 36. Appropriation Code<br>17/18 B 11H ZZZME8   |                       |
| 37. Bargaining Unit Status<br>8888  |                                     | 38. Duty Station Code  |                       |
| 39. Duty Station<br>Washington, DC 20460  |                                     | 40. Agency Data  |                       |
| 41.   |                                     | 42.  |                       |
| 43.   |                                     | 44.  |                       |
| 45. Educational Level   |                                     | 46. Year Degree Attained   |                       |
| 47. Academic Discipline   |                                     | 48. Functional Class   |                       |
| 49. Citizenship<br>1 - USA 6 - Other  |                                     | 50. Veterans Status<br>X   |                       |
| 51. Supervisory Status<br>N   |                                     |  |                       |
| 1. Office/Function  |                                     | Initials/Signature   |                       |
| Date  |                                     | Office/Function  |                       |
| Initials/Signature  |                                     | Date   |                       |
| A.  |                                     | D. Staffing  |                       |
| B. PSB  |                                     | E.   |                       |
| C.  |                                     | F.   |                       |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.  |                                     | Signature<br>C. Scott Pruitt   |                       |
|   |                                     | Approval Date<br>3/10/17   |                       |

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

\_\_\_ OGE 450 Not Required

\_\_\_ OGE 450 Required

Signed: \_\_\_\_\_, DEO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

Message

---

**From:** Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]  
**Sent:** 4/3/2018 4:09:39 PM  
**To:** Leopold, Matt [Leopold.Matt@epa.gov]  
**Subject:** FW: Statement for Review  
**Attachments:** Appointee Hiring Authority 3-29-18.pdf; Attachment 1 - QFR40 SES Appointments.xlsx

Also.

---

**From:** Palich, Christian  
**Sent:** Tuesday, April 3, 2018 11:22 AM  
**To:** Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>  
**Cc:** Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>  
**Subject:** RE: Statement for Review

We did have a QFR on this, see question #40 (below) for our proposed response to a Senator Carper on these appointments, attached is the document we are sending to accompany the response below. OARM did the proposed response to the QFR.

The Hiring Authority PDF is attached and was sent up to the Hill last week as a rolling document production we agreed to do with EPW Minority.

Working with our team now to see anything else we might have sent up to the Hill on this, will send anything else we find asap.

1. The Safe Drinking Water Act permits EPA to “fill not more than thirty scientific, engineering, professional, legal, and administrative positions within the Environmental Protection Agency without regard to the civil service laws.” 42 U.S. Code § 300j–10. These appointments may be made where the Administrator deems such action necessary to the discharge of his functions as they relate to Title XII of the Public Health Service Act (42 U.S.C. 300f et seq.) (relating to safety of public water systems). These individuals are exempted from certain other Executive Branch requirements, including the Trump Ethics Pledge. In an August 18, 2017 letter to GAO, Senator Whitehouse and I wrote: “EPA has utilized its SDWA authority to hire a number of non-Senate-confirmed political appointees, some of whom are serving in supervisory positions and in roles that raise ethical questions.” Based on documents provided by EPA, it appears that some individuals may still be serving as administratively determined appointees. These appointees have been permitted to work on projects with essentially no check on their ethical or financial conflicts. Also, many of these appointees appear to have had EPA e-mail accounts that were created and used by them for weeks and even months before their stated appointment date -- in some cases nearly 4 months before.
  - a. What is EPA’s policy on the length of time an employee is allowed to serve under the SDWA authority without having to complete a financial disclosure form, or complete a recusal statement (if necessary)?

**All Administratively Determined (AD) appointees receive initial ethics training pursuant to 5 C.F.R. § 2638.304. While the regulation allows agencies up to three months to provide that training, EPA typically ensures that the new AD appointees receive the ethics training within their first two weeks. This training is conducted personally by EPA’s ethics officials**



**in the Office of General Counsel rather than online. EPA requires that all AD appointees complete the public financial disclosure report, the OGE 278, and adheres to the regulatory deadlines set forth at 5 C.F.R. § 2634.201(b), which requires filing within the first 30 days. Please note, however, that the Agency may grant filing extensions as set forth at 5 C.F.R. § 2634.201(f).**

- b. What safeguards are in place to ensure that employees hired under the SDWA authority do not work on matters that may trigger a conflict before they submit their financial disclosure form and complete any necessary recusal statement?

**EPA Ethics delivers initial ethics training in person (or, for appointees who are in regional offices, via conference call or video conference) to all Administratively Determined (AD) appointees. In that training, they specifically address conflicts of interest and impartiality, and inform the appointee about recusal issues. When the appointee files the financial disclosure report, EPA Ethics can more accurately assess possible financial conflict of interest issues and determines whether the appointee should issue a written recusal statement. If necessary, EPA Ethics drafts that document.**

- c. For each appointee hired under the SDWA authority, please provide the date of their appointment; the date the appointment ended (if any); and the specific projects they worked on while serving as an administratively determined appointee.

**Please see Attachment 1.**

- d. For each employee hired by the EPA under the SDWA authority, Schedule C authority, or as Non-Career SES, provide the date on which their EPA e-mail address was created, and the date of their appointment, whether they worked at EPA in any capacity prior to their appointment date and if so, what capacity.

**Please see Attachment 1.**

Christian R. Palich  
Deputy Associate Administrator  
Office of Congressional & Intergovernmental Affairs  
U.S Environmental Protection Agency  
O: 202.564.4944  
C: Personal Matters / Ex. 6  
E: [Palich.Christian@epa.gov](mailto:Palich.Christian@epa.gov)

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**From:** Jackson, Ryan  
**Sent:** Tuesday, April 3, 2018 11:09 AM  
**To:** Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>; Palich, Christian <[palich.christian@epa.gov](mailto:palich.christian@epa.gov)>; Ringel, Aaron <[ringel.aaron@epa.gov](mailto:ringel.aaron@epa.gov)>  
**Cc:** Kelly, Albert <[kelly.albert@epa.gov](mailto:kelly.albert@epa.gov)>; Leopold, Matt <[Leopold.Matt@epa.gov](mailto:Leopold.Matt@epa.gov)>  
**Subject:** RE: Statement for Review

This is consistent with that. Christian or Aaron do you have draft responses addressing AD positions?

---

**From:** Bowman, Liz  
**Sent:** Tuesday, April 3, 2018 11:03 AM

**To:** Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>  
**Cc:** Kelly, Albert <[kelly.albert@epa.gov](mailto:kelly.albert@epa.gov)>; Leopold, Matt <[Leopold.Matt@epa.gov](mailto:Leopold.Matt@epa.gov)>  
**Subject:** RE: Statement for Review

I just talked to Matt and we need to circle up on this; especially as there are statements being developed to respond to Congressional inquiries. Can we regroup?

---

**From:** Bowman, Liz  
**Sent:** Tuesday, April 3, 2018 10:56 AM  
**To:** Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>  
**Cc:** Kelly, Albert <[kelly.albert@epa.gov](mailto:kelly.albert@epa.gov)>; Leopold, Matt <[Leopold.Matt@epa.gov](mailto:Leopold.Matt@epa.gov)>  
**Subject:** RE: Statement for Review

I think that captures what Kell wanted to say into a short and concise statement. Matt, do you have any concerns with this?

---

**From:** Jackson, Ryan  
**Sent:** Tuesday, April 3, 2018 10:44 AM  
**To:** Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>  
**Cc:** Kelly, Albert <[kelly.albert@epa.gov](mailto:kelly.albert@epa.gov)>; Leopold, Matt <[Leopold.Matt@epa.gov](mailto:Leopold.Matt@epa.gov)>  
**Subject:** Re: Statement for Review

One more time:

The Administrator was unaware of the means through which these staff or any staff receive raises nor that these raises did not involve the Presidential Personnel Office. While appropriate and legal given the authority to EPA, the Administrator has directed that the personnel actions be rescinded and submitted to the Presidential Personnel Office.

What about that instead?

Ryan Jackson  
Chief of Staff  
U.S. EPA  
202-564-6999

On Apr 3, 2018, at 10:31 AM, Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)> wrote:

Does this work?

“The Safe Drinking Water Act provides the EPA Administrator with latitude to appoint staff; any potential raises will be resubmitted to the office of presidential personnel, outside that authority.”

Liz Bowman  
U.S. Environmental Protection Agency (EPA)  
Office: 202-564-3293

Message

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**From:** Gomez, Laura [Gomez.Laura@epa.gov]  
**Sent:** 5/14/2018 6:21:37 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]  
**CC:** Moody, Christina [Moody.Christina@epa.gov]; Williams, Thea [Williams.Thea@epa.gov]; Gantt, Melissa [Gantt.Melissa@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Naples, Eileen [Naples.Eileen@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]  
**Subject:** AL-18-000-6213: Reviewed by OCIR and needs to be uploaded on CMS  
**Attachments:** Copy of AD Appointment Congressional 4-16-18.xlsx; 18-000-6213.pdf; McCollum.ADpostions5.3.18.2 (003).docx

Hi Marian,

Attached is the letter that has been reviewed by DAA Ringel here in OCIR. The only edit that he wanted removed was the statement made in parentheses. Please upload on letterhead into CMS for sign off.

Please let us know if you have any questions.

Best,  
Laura

*Laura E. Gómez Rodríguez*  
Congressional Liaison Specialist  
US Environmental Protection Agency (EPA)  
Office of Congressional and Intergovernmental Relations (OCIR)  
1200 Pennsylvania Ave., N.W. MC-2650R  
Washington DC, 20004  
[gomez.laura@epa.gov](mailto:gomez.laura@epa.gov)

Message

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**From:** Burke, Marcella [burke.marcella@epa.gov]  
**Sent:** 6/13/2018 1:36:11 PM  
**To:** Lyons, Troy [lyons.troy@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Ringel, Aaron [ringel.aaron@epa.gov]; Rodrick, Christian [rodrick.christian@epa.gov]; Shimmin, Kaitlyn [shimmin.kaitlyn@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Moody, Christina [Moody.Christina@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Minoli, Kevin [Minoli.Kevin@epa.gov]  
**Subject:** RE: AD Position Response  
**Attachments:** McCollum.ADpostions5.3.18.2 KS.TMLdocx.docx

Troy –

A quick note as we wait to hear back from Elise Packard and Kevin Minoli on this.

Holly and Paige are not involved in the decision-making process or authorization decision here. In order to maintain the proper segregation of duties between authorization (Donna's office) and processing (Holly's office) I am bccing Holly and Paige for awareness, but removing them from the conversation. OCFO need not be a part of the conversation—apologies for any confusion, and please be in touch with any questions.

Thanks,  
Marcella

**Marcella Burke**  
Deputy General Counsel  
Office of General Counsel  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
(202) 564-1609  
[burke.marcella@epa.gov](mailto:burke.marcella@epa.gov)

---

**From:** Lyons, Troy  
**Sent:** Tuesday, June 12, 2018 4:00 PM  
**To:** Burke, Marcella <burke.marcella@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Ringel, Aaron <ringel.aaron@epa.gov>; Rodrick, Christian <rodrick.christian@epa.gov>; Shimmin, Kaitlyn <shimmin.kaitlyn@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Hanson, Paige (Catherine) <hanson.catherine@epa.gov>; Moody, Christina <Moody.Christina@epa.gov>  
**Subject:** AD Position Response  
**Importance:** High

Marcella—please find attached an updated response to Ranking Member McCollum's inquiry regarding the use of AD for Millan and Sarah Greenwalt. I made some changes. Could you get OGC to review and approve this version? We would like to send it out in short order.

Donna—please take a look at the language to make sure you are comfortable with the letter. Given the subject matter, I think you, or someone in your office, should sign the letter. I am happy to discuss further.

Many thanks,

Troy

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**Troy M. Lyons**

Associate Administrator

Office of Congressional & Intergovernmental Relations

U.S. Environmental Protection Agency

Personal Matters / Ex. 6

The Honorable Betty McCollum  
Ranking Member  
Subcommittee on Interior, Environment and Related Agencies  
Committee on Appropriations  
United States House of Representatives  
Washington, D.C. 20515

Dear Representative McCollum:

Thank you for your April 5, 2018, letter to the U.S. Environmental Protection Agency (EPA) regarding the agency's hiring authorities.

The EPA Administrator has the authority to fill administratively determined positions under Title XIV of the Clean Water Act 42 U.S.C. § 300j-10, "Appointment of scientific, etc., personnel by Administrator of Environmental Protection Agency for implementation of responsibilities; compensation" known as the "Safe Drinking Water Act" and Public Law 95-190.

Under the Safe Drinking Water Act, the Administrator may appoint personnel to fill and these must be scientific, engineering, professional, legal, or and administrative in nature positions. The EPA has used this authority throughout Republican and Democratic administrations. Enclosed is please find the information you requested on the administratively determined employees hired under this authority. As you will see, EPA has used this authority throughout Republican and Democratic administrations.

Formatted

The duties for Ms. Greenwalt and Ms. Hupp changed with each new appointment throughout their respective tenures at the agency. Their salary adjustments were approved on April 1, 2018 and were subsequently reversed back to their previous pay levels on April 10, 2018. These actions complied with federal human resource regulations and policies.

Ms. Greenwald's pending reappointment is to a Schedule C Attorney Advisor, a different title than she held before. Ms. Hupp has's resigned as Director of Scheduling and Advance effective June 8<sup>th</sup>, 2018.

Again, thank you for your letter. If you have further questions, please contact me or your staff may contact Christina Moody in EPA's Office of Congressional and Intergovernmental Relations at moody.christina@epa.gov or 202-564-0260.

Sincerely,





Message

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**From:** Wilcox, Jahan [wilcox.jahan@epa.gov]  
**Sent:** 4/19/2018 5:25:04 PM  
**To:** Barnet, Henry [Barnet.Henry@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]  
**CC:** Mazakas, Pam [Mazakas.Pam@epa.gov]  
**Subject:** RE: questions for our latest story

Thank you

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**From:** Barnet, Henry  
**Sent:** Thursday, April 19, 2018 1:06 PM  
**To:** Wilcox, Jahan <wilcox.jahan@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>  
**Cc:** Mazakas, Pam <Mazakas.Pam@epa.gov>  
**Subject:** RE: questions for our latest story

Jahan,

Here is my proposed statement:

EPA Protective Services Detail made preliminary inquiries about the possibility of maintaining a security post within the same building as the Administrator (which is a practice utilized in executive protection) but, after initial inquiries decided against it.

Thanks,  
Henry

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
WJC South Room 1211  
Washington, D.C. 20004  
202.564.2480

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**From:** Wilcox, Jahan  
**Sent:** Thursday, April 19, 2018 12:34 PM  
**To:** Barnet, Henry <Barnet.Henry@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>  
**Cc:** Mazakas, Pam <Mazakas.Pam@epa.gov>  
**Subject:** RE: questions for our latest story

Can I get a new or updated statement?

This is what I was going to draft that was going to come from me but it's not as strong: "EPA Protective Service Detail was looking to setup a command post, which is standard procedure in the federal government and decided against the idea to rent an apartment that would've served as the command post."

As always we put everything through an approval, so don't think I will just take what you send and not loop Ryan and Susan in.

---

**From:** Barnet, Henry  
**Sent:** Thursday, April 19, 2018 12:32 PM

**To:** Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>

**Cc:** Mazakas, Pam <[Mazakas.Pam@epa.gov](mailto:Mazakas.Pam@epa.gov)>

**Subject:** RE: questions for our latest story

I would search for it but I've been having issues with my Outlook. Currently, I can't search beyond 2018 and OEI has been unsuccessful in diagnosing and fixing the problem for several weeks now.

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
WJC South Room 1211  
Washington, D.C. 20004  
202.564.2480

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**From:** Wilcox, Jahan

**Sent:** Thursday, April 19, 2018 12:17 PM

**To:** Barnet, Henry <[Barnet.Henry@epa.gov](mailto:Barnet.Henry@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>

**Cc:** Mazakas, Pam <[Mazakas.Pam@epa.gov](mailto:Mazakas.Pam@epa.gov)>

**Subject:** RE: questions for our latest story

I do not. Could I get it?

---

**From:** Barnet, Henry

**Sent:** Thursday, April 19, 2018 12:01 PM

**To:** Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>

**Cc:** Mazakas, Pam <[Mazakas.Pam@epa.gov](mailto:Mazakas.Pam@epa.gov)>; Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)>

**Subject:** Re: questions for our latest story

Does anyone have the response he is referring to from me about the apartment?

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
WJC South Room 1211  
Washington, D.C. 20004  
202.564.2480

On Apr 19, 2018, at 10:25 AM, Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)> wrote:

Hello Folks - I have a request from the press office for information.

If you could help me track down the information that would be helpful as soon as you can that would be great. I have looped Susan in as a FYI.

Helena

Helena Wooden-Aguilar  
Acting Deputy Chief of Staff  
Office of the Administrator  
U.S. Environmental Protection Agency

202-564-0792 (office)

Personal Matters / Ex. 6

[wooden-aguilar.helena@epa.gov](mailto:wooden-aguilar.helena@epa.gov)

Begin forwarded message:

**From:** "Wilcox, Jahan" <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)>  
**Date:** April 19, 2018 at 10:20:40 AM EDT  
**To:** "Wooden-Aguilar, Helena" <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>  
**Cc:** "Jackson, Ryan" <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)>  
**Subject:** FW: questions for our latest story

Helena, can you help me find these answers please?

1: We know that Mr. Pruitt switched the aging four-door car used by his predecessor as AG for a Chevy Tahoe. We'd like to know what year that was, and the cost of the vehicle, which was funded by DPS. DPS is pulling the records, but it is taking some time to get them.

4: We are writing about the proposal to house his overnight detail in an apartment when he lived on U St, a plan which did not materialize because he moved back to the Hill. If you care to share a comment on that, feel free, but you don't need to because we have Henry Barnett's written explanation for the move.

---

**From:** Eilperin, Juliet [<mailto:Juliet.Eilperin@washpost.com>]  
**Sent:** Thursday, April 19, 2018 10:03 AM  
**To:** Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)>; Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>; Dennis, Brady <[Brady.Dennis@washpost.com](mailto:Brady.Dennis@washpost.com)>  
**Subject:** questions for our latest story

Dear Jahan,

As we discussed last night, we are doing a story that will cover some of Administrator Pruitt's activities in Oklahoma, and additional activities in DC. We are sending several questions now, and then we can discuss what responses need to be incorporated into the piece (which is still being drafted). We are planning to post the piece online sometime today, but want to give you time to look into some of these things. Also, we have sought to get some questions answered by folks in OK, since they have easier access to those records.

Here they are, and Brady can follow up if I'm missing anything:

1. We know that Mr. Pruitt switched the aging four-door car used by his predecessor as AG for a Chevy Tahoe. We'd like to know what year that was, and the cost of the vehicle, which was funded by DPS. DPS is pulling the records, but it is taking some time to get them.
2. The AG's office has confirmed that he had a full time staffer who drove him to and from Tulsa to Oklahoma City when he commuted there, and also served as a gun-carrying agent in the office. (This individual was a retired Tulsa police

officer.) Did he have any other members of his detail while serving as AG, or is that a comprehensive summary?

3. We were looking at the two leadership PACs affiliated with Mr. Pruitt, which were created in 2015. They list a number of stays in hotels across the country, but don't specify which individual stayed in these places. Were the vast majority of these stays—in Sofitels, the Intercontinental and the Ritz-Carlton—Mr. Pruitt's, or were they other staffers?
4. We are writing about the proposal to house his overnight detail in an apartment when he lived on U St, a plan which did not materialize because he moved back to the Hill. If you care to share a comment on that, feel free, but you don't need to because we have Henry Barnett's written explanation for the move.
5. We will mention that before Secretary Tom Price resigned, Mr. Pruitt frequently urged his staff to secure private and military jets for him. Since we've written versions of this before, this probably doesn't need a comment, but we wanted to flag it.
6. We are also mentioning two other plans that didn't materialize: the installation of a key card swipe system for the doors leading to the outer reception area of his office (which we discussed last night) and a plan to have an aide compile news clips about his work and deliver them to his home by 7 am, before he headed to the office. You don't need to send a comment on this, obviously, but can if you'd like.
7. We will quote from the two emails sent by Sarah Greenwalt and Milan Hupp, attached here. We've already included the comment on salary decisions that you made on Monday, as we discussed yesterday.
8. We will mention that Kevin Chmielewski told congressional investigators that after Ryan Jackson raised questions about the Morocco trip and suggested a large group of aides participate in scheduling meetings, Mr. Pruitt sent a text rejecting that idea. Instead, he limited his scheduling meetings to include his senior counsel Sarah Greenwalt, director of scheduling and advance Millan Hupp and deputy White House liaison Hayley Ford. A fourth aide, Elizabeth "Tate" Bennett sometimes participates in meetings on domestic travel.
9. We will include an account of the White House meeting that took place on April 9, which included President Trump, Administrator Pruitt, Agriculture Secretary Sonny Perdue and top White House staffers such as chief of staff John Kelly and White House counsel Donald F. McGahn. Here is an account of that meeting, according to two administration officials familiar with the exchange:

The president started the session by remarking that had been a "rough week" for Pruitt, and then mused whether the administrator had actually paid market rate for his \$50-a-night Capitol Hill rental.

After indicating that the rental might pass muster, Trump remarked that Pruitt had given some aides "big raises."

Pruitt emphasized that he was unaware of the pay increases and had learned about them after they were approved.

"Scott, you've also let a lot of people go, right, a lot of bureaucrats?" Trump asked "We're down to Reagan-era levels," Pruitt said, drawing an approving nod from Trump. Trump concluded the exchange with Pruitt by telling him to "cool it" going forward.

Thanks so much, and you know where to reach us. I'm on my cell for much of the morning, then in the office. Brady is at the office.

Thanks again, Juliet

Juliet Eilperin

Senior National Affairs Correspondent  
Washington Post  
[Juliet.eilperin@washpost.com](mailto:Juliet.eilperin@washpost.com)  
(O) 202-334-7774  
(C) 202-302-3663  
@eilperin

<greenwalt227.pdf>

<hupp319.pdf>

Message

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**From:** Wilcox, Jahan [wilcox.jahan@epa.gov]  
**Sent:** 4/10/2018 1:43:55 PM  
**To:** Barnet, Henry [Barnet.Henry@epa.gov]; Bodine, Susan [bodine.susan@epa.gov]; Traylor, Patrick [traylor.patrick@epa.gov]; Jackson, Ryan [jackson.ryan@epa.gov]; Kelly, Albert [kelly.albert@epa.gov]; Leopold, Matt [Leopold.Matt@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]  
**Subject:** APPROVAL: Security spending

Moving this email towards the top of the inbox.

---

**From:** Wilcox, Jahan  
**Sent:** Tuesday, April 10, 2018 8:37 AM  
**To:** Barnet, Henry <Barnet.Henry@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>  
**Subject:** FW: Security spending

Below are draft responses in bold. Every statement – with the exception of the motorcade in Italy – has been approved and already used somewhere. Please feel free to edit or put someone else name behind the statements.

Before we send I will need the approval from: Susan, Henry and RJ. Our deadline is 10:00 AM ET.

---

Good evening!

We are working on a story taking a close look at various security decisions at the EPA over the past year and a half -- and the role that Pasquale 'Nino' Perrotta had in justifying them.

I would appreciate any response/comment/context you may have on the story, ideally by late morning tomorrow.

- **EPA Statement:** “According to EPA’s Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA’s Protective Service Detail. Americans should all agree that members of the President’s cabinet should be kept safe from these violent threats.” – EPA spokesman, Jahan Wilcox

Our reporting indicates that Mr. Perrotta was a driving force behind many of the decisions, including the shift to first-class travel, the installation of biometric locks and security sweeps of Administrator Pruitt's office.

- **First-Class Travel:** Referring you to our statement made to CBS News - <https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/>
- **Security Sweeps:** “Similar security sweep were done for EPA Administrator Lisa Jackson and EPA Administrator Gina McCarthy.” – EPA spokesman, Jahan Wilcox

There is an assertion that Perrotta got the lead job protecting Pruitt after the previous head of his detail questioned some security decisions and was reassigned.

- **Detail: “We have no knowledge of anyone being removed from the Detail for not using lights and sirens and with regards to the use of lights and sirens; the security Detail for the past 15 years has used them in very limited fashion. i.e. to avoid possible compromise of the vehicle in a flow of traffic. This is a typical practice amongst the protective community.” – EPA Chief of Staff, Ryan Jackson**

There will likely be an assertion that Perrotta has endorsed many moves to boost security and that he's at the center of these decisions to ramp-up spending on security some critics deride as "ridiculous."

Specifically, we may note that Perrotta played a critical role justifying the decision to shift from door-to-door protection of the administrator to around-the-clock protection, a move that means at least 19 agents are required to guard the administrator day and night though according to six weeks of schedules obtained by Sen. Whitehouse, that number may have climbed as high as 32.

- **EPA Statement: “According to EPA’s Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA’s Protective Service Detail. Americans should all agree that members of the President’s cabinet should be kept safe from these violent threats.” – EPA spokesman, Jahan Wilcox**

We are likely to note that one of the security decisions -- to sweep the administrator's office for bugs -- enriched a Perrotta partner, Edwin Steinmetz.

- **EPA Statement: “Security sweeps are common practice in government and former EPA Administrator Lisa Jackson had her office swept. We looked at a couple of different vendors and our career administrative officials approved locks that are used for the Inspector General and other offices within EPA.” – EPA spokesman, Jahan Wilcox**

There may be an assertion that Perrotta's decisions have elevated his stature at the EPA and he has traveled first class with the administrator.

We may repeat the AP's assertion that Perrotta arranged for private security guards during the trip to Italy who arranged "an expansive motorcade" for Administrator Pruitt.

- **EPA Statement: “Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA’s Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015.” – EPA spokesman, Jahan Wilcox**

We may repeat the AP's assertion that total security costs have reached nearly \$3 million, including pay and travel expenses for protective detail.

- **EPA Statement: “According to EPA’s Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA’s Protective Service Detail. Americans should all agree that members of the President’s cabinet should be kept safe from these violent threats.” – EPA spokesman, Jahan Wilcox**

We also may assert that five EPA officials who questioned the steep ramp-up in security were reassigned or demoted, according to the New York Times, including Eric Weese, the previous head of Pruitt's security team.

Thanks for your consideration.

Jen.

From: [wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov) At: 04/09/18 22:30:45  
To: [Jennifer A. Dlouhy \(BLOOMBERG/ NEWSROOM: \)](#)  
Cc: [Press@epa.gov](mailto:Press@epa.gov)  
Subject: Re: Security spending

Can we circle back tomorrow?  
Sent from my iPhone

On Apr 9, 2018, at 10:27 PM, Jennifer A. Dlouhy (BLOOMBERG/ NEWSROOM:) <[jdlouhy1@bloomberg.net](mailto:jdlouhy1@bloomberg.net)> wrote:

Good evening!

We are working on a story taking a close look at various security decisions at the EPA over the past year and a half -- and the role that Pasquale 'Nino' Perrotta had in justifying them.

I would appreciate any response/comment/context you may have on the story, ideally by late morning tomorrow.

Our reporting indicates that Mr. Perrotta was a driving force behind many of the decisions, including the shift to first-class travel, the installation of biometric locks and security sweeps of Administrator Pruitt's office.

There is an assertion that Perrotta got the lead job protecting Pruitt after the previous head of his detail questioned some security decisions and was reassigned.

There will likely be an assertion that Perrotta has endorsed many moves to boost security and that he's at the center of these decisions to ramp-up spending on security some critics deride as "ridiculous."

Specifically, we may note that Perrotta played a critical role justifying the decision to shift from door-to-door protection of the administrator to around-the-clock protection, a move that means at least 19 agents are required to guard the administrator day and night though according to six weeks of schedules obtained by Sen. Whitehouse, that number may have climbed as high as 32.



We are likely to note that one of the security decisions -- to sweep the administrator's office for bugs -- enriched a Perrotta partner, Edwin Steinmetz.

There may be an assertion that Perrotta's decisions have elevated his stature at the EPA and he has traveled first class with the administrator.

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We also may assert that five EPA officials who questioned the steep ramp-up in security were reassigned or demoted, according to the New York Times, including Eric Weese, the previous head of Pruitt's security team.

Thanks for your consideration.

Jen.

---

Jennifer A. Dlouhy  
[jdlohy1@bloomberg.net](mailto:jdlohy1@bloomberg.net) / [jendlouhyenergy@gmail.com](mailto:jendlouhyenergy@gmail.com)  
[reporterjen@protonmail.com](mailto:reporterjen@protonmail.com)  
Desk: 202.807.2159  
Cell/Text/Signal: 202.905.3257  
Twitter: @jendlouhyhc  
Stories: <http://bloom.bg/23Crpvk>

## Barnet, Henry

---

**From:** Jackson, Ryan  
**Sent:** Saturday, March 25, 2017 4:05 PM  
**To:** Barnet, Henry  
**Cc:** Reeder, John  
**Subject:** Re: Perrotta Resume 2 4 2017.pdf  
  
**Categories:** EZ Record - Private, Record Saved - Private

Sounds great. Thank you.

Ryan Jackson  
Chief of Staff  
U.S. EPA  
(202) 564-6999

On Mar 25, 2017, at 3:43 PM, Barnet, Henry <[Barnet.Henry@epa.gov](mailto:Barnet.Henry@epa.gov)> wrote:

Ultimately, the Administrator needs to feel comfortable with the PSD leader. I also had a good conversation with Nino after we met. The key is communication among all of us to keep things running smoothly and address issues quickly.

I did a little follow up and my understanding is we did a 14/15 position for the previous PSD SAC under Administrator Lisa Jackson. I can do a 120 detail for Nino to fill the immediate supervisory need and prepare an announcement for the permanent position.

CID is extremely short staffed so I will find a suitable assignment for Eric Weese. Eric is a former CID agent and will be a welcome addition. I will meet with him on Monday to begin the transition from PSD to CID.

I'll locate the PSD 14/15 position description and get things moving.

Sound good?

Henry

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
WJC South Room 1211  
Washington, D.C. 20004  
202.564.2480

On Mar 25, 2017, at 3:00 PM, Jackson, Ryan <[jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov)> wrote:

So he's presently a GS13. A GS14 could lead the detail. When did he become a GS13? He's nearly 50 years old, a graduate of Fordham with a BA and Masters, has been in security and law enforcement for his entire career including stints

with DHS, the Secret Service, and international postings. He's been with the Agency for a dozen years. Plus he recognizes where there are holes and patches them making issues like advance, protection, and finding information rather than waiting for it to find him something I don't have to worry about. I can guarantee the Administrator will feel much more at ease. I don't understand the hesitation literally in the least. If in some unforeseen way this doesn't work I would frankly be shocked and we can change it.

Ryan Jackson  
Chief of Staff  
U.S. EPA  
(202) 564-6999

On Mar 24, 2017, at 6:31 PM, Barnet, Henry <[Barnet.Henry@epa.gov](mailto:Barnet.Henry@epa.gov)> wrote:

Nino told me he has only served 90 days on detail at the GS14 level.

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
WJC South Room 1211  
Washington, D.C. 20004  
202.564.2480

---

**From:** Perrotta, Pasquale  
**Sent:** Friday, March 24, 2017 5:02 PM  
**To:** Barnet, Henry <[Barnet.Henry@epa.gov](mailto:Barnet.Henry@epa.gov)>  
**Subject:** Perrotta Resume 2 4 2017.pdf

Sir,

I've attached my resume and if you need anything else just let me know.

Yours,  
Nino

<Perrotta Resume 2 4 2017.pdf>

Sent from my iPhone

## Barnet, Henry

---

**From:** Kling, David  
**Sent:** Monday, April 17, 2017 10:19 PM  
**To:** Perrotta, Pasquale  
**Cc:** Sullivan, Patrick F.; Barnet, Henry; Muskett, Thomas; Satter, Mark; Ulmer, Craig; Williams, Allan C. - DC OIG; Reeder, John; Caraballo, Mario; Martin, JohnC; Flynn, Mike; Blake, Wendy; Youngblood, Charlotte; Minoli, Kevin; Williams, Steven  
**Subject:** RE: [b6/b7C] omorrow (Tues., 4/18)  
**Categories:** EZ Record - Private

I'm confused, Nino. I thought PSD asked [b6/b7C] to cover this activity and take the trip.

We've made him available -- make a decision, as he is scheduled to leave early in the morning.

> Patrick - Are you making this determination?

Sent from my Windows Phone

---

**From:** Perrotta, Pasquale  
**Sent:** 4/17/2017 9:33 PM  
**To:** Kling, David  
**Cc:** Sullivan, Patrick F.; Barnet, Henry; Muskett, Thomas; Satter, Mark; Ulmer, Craig; Williams, Allan C. - DC OIG; Reeder, John; Caraballo, Mario; Martin, JohnC; Flynn, Mike; Blake, Wendy; Youngblood, Charlotte; Minoli, Kevin; Williams, Steven  
**Subject:** Re: [b6/b7C] Tomorrow (Tues., 4/18)

Dave - please don't worry about PSD. I have 20 years in this business and we are fine plus tomorrow is security advance and afterwards [b6/b7C] is more than welcome to join the team.

Please leave the PSD mission out of the equation.

V/r,

Nino Perrotta | Acting Special Agent in Charge  
U.S. Environmental Protection Agency |  
Protective Service Detail |  
[Perrotta.Pasquale@epa.gov](mailto:Perrotta.Pasquale@epa.gov) | [www.epa.gov](http://www.epa.gov)

[b6 cell phone]



CONFIDENTIALITY NOTICE: This message and any attachments is from a Federal Law Enforcement Officer of the U.S. Environmental Protection Agency, Protective Service Detail which may contain CONFIDENTIAL and legally protected information. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

Help EPA fight pollution. Report environmental violations at <http://www.epa.gov/tips>

Sent from my iPhone

On Apr 17, 2017, at 9:30 PM, Kling, David <[Kling.Dave@epa.gov](mailto:Kling.Dave@epa.gov)> wrote:

Thanks, Nino. And sorry if you're caught in the middle.

Patrick -

I appreciate the larger investigation and we'll certainly cooperate.

However, I don't understand why [b6/b7C] shouldn't help protect the Administrator, as originally planned, on his trip to Chicago tomorrow (Tues., 4/18), especially after I already addressed a number of your preliminary questions on this matter.

## Enforcement Techniques / Ex. 7(e)

It seems disruptive to pull [b6/b7C] back at the last minute and before you've contacted [Ex. 7(e)] As far as I'm concerned, [b6/b7C] should follow through with his trip tomorrow and we'll follow up when he returns.

Sent from my Windows Phone

---

**From:** Perrotta, Pasquale

**Sent:** 4/17/2017 8:37 PM

**To:** [Kling, David](#)

**Cc:** [Kling, David](#); [Barnet, Henry](#); [Muskett, Thomas](#); [Satter, Mark](#); [Ulmer, Craig](#); [Williams, Allan C.](#) - DC OIG; [Sullivan, Patrick F.](#)

**Subject:** Re: Interview of [b6/7(C)]

David

As per our most recent conversation, I have no authority to discuss what needs to happen and when it needs to happen with regards to the interview of [b6/7(C)]

Please direct all your calls and increase to the office of the Inspector General or to my immediate supervisor Pam Mazakas.

As far as I am concerned per the instructions of the office of the Inspector General [b6/7(C)] needs to report at 10 AM tomorrow for his interview.

V/r,

Nino Perrotta | Acting Special Agent in Charge  
U.S. Environmental Protection Agency |  
Protective Service Detail |  
[Perrotta.Pasquale@epa.gov](mailto:Perrotta.Pasquale@epa.gov) | [www.epa.gov](http://www.epa.gov)

**Ex. 6 cell phone**



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Help EPA fight pollution. Report environmental violations at <http://www.epa.gov/tips>

Sent from my iPhone

On Apr 17, 2017, at 8:09 PM, Sullivan, Patrick F. <[Sullivan.Patrick@epa.gov](mailto:Sullivan.Patrick@epa.gov)> wrote:

David,

As we discussed earlier today, **Ex. 6/7(C)** name has come up, along with 60 other EPA employees, as having an unauthorized application on his EPA issued mobile device.

## **Enforcement Techniques / Ex. 7(e)**

**Ex. 6/7(C)** will need to be interviewed, just like the other 60 employees.

And as you know, the OIG learned today that **Ex. 6/7(C)** was involved with another EPA employee whom we interviewed today in this case. It was because of this other employee's interview that caused me to immediately call you and thereby let you know

**Ex. 6/7(C)** as the reason he had the unauthorized application on his mobile device. That's why I told you that **Ex. 6/7(C)** name is on the list of 60 employees.

Prior to learning about this other employee, the OIG Washington Field Office (WFO) had been trying to contact **Ex. 6/7(C)** to arrange an interview with him for the past week. Due to his work commitment to the Protective Services Detail (PSD) and annual leave, he has not been available.

I contacted **Ex. 6/7(C)** temporary supervisor on PSD, acting Special Agent in Charge (SAC) Nino Perrotta, and asked him to instruct **Ex. 6/7(C)** to report to the OIG WFO, room B140, EPA West, at 10:00am, tomorrow, April 18, for an interview. This interview should take no more than an hour, and **Ex. 6/7(C)** will be able to fly out in the early afternoon to make his trip to Chicago for PSD. Acting SAC Perrotta told us it is not a problem for **Ex. 6/7(C)** to fly to Chicago tomorrow afternoon, as the Administrator is not arriving in Chicago until Wednesday morning.

The OIG agents assigned to interview **Ex. 6/7(C)** will treat him with the utmost respect. He will be asked the same questions we are asking the other 60 EPA employees. If **Ex. 6/7(C)** feels there are certain questions he cannot answer, he is free not to answer.

Per the instructions of acting SAC Perrotta, we do expect **Ex. 6/7(C)** to appear for the interview tomorrow morning.

Thank you,

*Patrick F. Sullivan*

Assistant Inspector General for Investigations

EPA Office of Inspector General

Desk: (202) 566-0308

**Personal Security Detail / Ex. 6**

FAX: (202) 566-0814

Email: [sullivan.patrick@epa.gov](mailto:sullivan.patrick@epa.gov)

**To report fraud, waste or abuse impacting EPA, please contact the EPA OIG Hotline via telephone numbers 202-566-2476 or 888-546-8740, fax 202-566-2599, or email at [oig\\_hotline@epa.gov](mailto:oig_hotline@epa.gov)**

**To report threats directed against EPA employees, contractors, facilities and assets, please email [report.EPA.threats@epa.gov](mailto:report.EPA.threats@epa.gov)**

Message

---

**From:** Barnet, Henry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB4045A7CA97475698CFCE824AE664B1-BARNET, HENRY]  
**Sent:** 4/10/2018 4:35:37 PM  
**To:** Perrotta, Pasquale [Perrotta.Pasquale@epa.gov]  
**Subject:** FW: Security spending

FYI – just noticed you weren't copied on these.

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
WJC South Room 1211  
Washington, D.C. 20004  
202.564.2480

---

**From:** Bodine, Susan  
**Sent:** Tuesday, April 10, 2018 9:50 AM  
**To:** Barnet, Henry <Barnet.Henry@epa.gov>  
**Cc:** Wilcox, Jahan <wilcox.jahan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>  
**Subject:** Re: Security spending

I agree with Henry

Sent from my iPhone

On Apr 10, 2018, at 9:46 AM, Barnet, Henry <[Barnet.Henry@epa.gov](mailto:Barnet.Henry@epa.gov)> wrote:

Jahan,  
The only edit I made was to take out the example in the lights and siren response. Our OCEFT policy is very specific on the use of blue lights for only emergency situations.

I'm available on my cell Personal Matters / Ex. 6

Thanks,  
Henry

Henry E. Barnet, Director  
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202.564.2480

On Apr 10, 2018, at 8:37 AM, Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)> wrote:



Below are draft responses in bold. Every statement – with the exception of the motorcade in Italy – has been approved and already used somewhere. Please feel free to edit or put someone else name behind the statements.

Before we send I will need the approval from: Susan, Henry and RJ. Our deadline is 10:00 AM ET.

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Good evening!

We are working on a story taking a close look at various security decisions at the EPA over the past year and a half -- and the role that Pasquale 'Nino' Perrotta had in justifying them.

I would appreciate any response/comment/context you may have on the story, ideally by late morning tomorrow.

- **EPA Statement: “According to EPA’s Assistant Inspector General, Scott Pruitt has faced an unprecedented amount of death threats against him and security decisions are made by EPA’s Protective Service Detail. Americans should all agree that members of the President’s cabinet should be kept safe from these violent threats.” – EPA spokesman, Jahan Wilcox**

Our reporting indicates that Mr. Perrotta was a driving force behind many of the decisions, including the shift to first-class travel, the installation of biometric locks and security sweeps of Administrator Pruitt's office.

- **First-Class Travel:** Referring you to our statement made to CBS News - <https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/>
- **Security Sweeps: “Similar security sweep were done for EPA Administrator Lisa Jackson and EPA Administrator Gina McCarthy.” – EPA spokesman, Jahan Wilcox**

There is an assertion that Perrotta got the lead job protecting Pruitt after the previous head of his detail questioned some security decisions and was reassigned.

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There will likely be an assertion that Perrotta has endorsed many moves to boost security and that he's at the center of these decisions to ramp-up spending on security some critics deride as "ridiculous."

Specifically, we may note that Perrotta played a critical role justifying the decision to shift from door-to-door protection of the administrator to around-the-clock protection, a move that means at least 19 agents are required to guard the administrator day and night though according to six weeks of schedules obtained by Sen. Whitehouse, that number may have climbed as high as 32.

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We also may assert that five EPA officials who questioned the steep ramp-up in security were reassigned or demoted, according to the New York Times, including Eric Weese, the previous head of Pruitt's security team.

Thanks for your consideration.

Jen.

From: [wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov) At: 04/09/18 22:30:45  
To: [Jennifer A. Dlouhy \(BLOOMBERG/ NEWSROOM: \)](#)  
Cc: [Press@epa.gov](mailto:Press@epa.gov)  
Subject: Re: Security spending

Can we circle back tomorrow?  
Sent from my iPhone

On Apr 9, 2018, at 10:27 PM, Jennifer A. Dlouhy (BLOOMBERG/ NEWSROOM:) <[jdlouhl1@bloomberg.net](mailto:jdlouhl1@bloomberg.net)> wrote:

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[jdlohy1@bloomberg.net](mailto:jdlohy1@bloomberg.net) /  
[jendlouhyenergy@gmail.com](mailto:jendlouhyenergy@gmail.com)  
[reporterjen@protonmail.com](mailto:reporterjen@protonmail.com)  
Desk: 202.807.2159  
Cell/Text/Signal: 202.905.3257  
Twitter: @jendlouhyhc  
Stories: <http://bloom.bg/23Crvk>

Message

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**From:** Barnet, Henry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB4045A7CA97475698CFCE824AE664B1-BARNET, HENRY]  
**Sent:** 4/10/2018 1:16:11 PM  
**To:** Mazakas, Pam [Mazakas.Pam@epa.gov]  
**Subject:** FW: Security spending

FYI

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
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Jennifer A. Dlouhy  
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Message

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**From:** Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]  
**Sent:** 7/5/2018 11:56:37 PM  
**To:** Wilcox, Jahan [wilcox.jahan@epa.gov]  
**CC:** Konkus, John [konkus.john@epa.gov]; Ferguson, Lincoln [ferguson.lincoln@epa.gov]; Minoli, Kevin [Minoli.Kevin@epa.gov]; Leopold, Matt (OGC) [Leopold.Matt@epa.gov]  
**Subject:** RE: APPROVAL: EPA Statement Regarding Kevin Chmielewski

I think we can ignore this for now. Hopefully, this is something we can now avoid.

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**From:** Jackson, Ryan  
**Sent:** Thursday, July 5, 2018 2:58 PM  
**To:** Wilcox, Jahan <wilcox.jahan@epa.gov>  
**Cc:** Konkus, John <konkus.john@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Leopold, Matt (OGC) <Leopold.Matt@epa.gov>  
**Subject:** Re: APPROVAL: EPA Statement Regarding Kevin Chmielewski

So what we believe we need to do is explicitly state that Kevin is not credible and was dismissed due to performance issues regardless of this opening paragraph.

The reason why I believe that is important is because we chase and provide answers to all kinds of things he tells reporters hoping to get ink. They are ridiculous. Like the most recent thing he got placed in CNN which is ridiculous but it gets covered like it could be true.

I think we need to release a statement from EPA saying he's not credible and provide some examples and moving forward we refer every inquiry where he is a source back to that statement. We literally get questions every other day based on him calling some reporter with something else he's spreading.

The point of involving OGC is to be able to do this in the right way which doesn't subject other personnel to liability. It's not worth that happening.

I would amend the statement somewhat to read like this:

**“This past spring, Kevin Chmielewski left EPA and there were numerous work-related problems including failing to consistently fill out his timecards, which received the attention of EPA’s Inspector General, failing to perform his duties advancing travel logistics, and involving himself in agency business far from his duties such as trying to arbitrate who among EPA’s offices of homeland security and criminal investigations are authorized to carry firearms. Since this time, Mr. Chmielewski has been spreading deliberately false information and any news organizations using him as a source jeopardizes the credibility of their reporting. EPA will no longer be commenting on any inquiries submitted that use him as a source. EPA has benefited from Chmielewski’s absence.” – EPA spokesperson**

Ryan Jackson  
Chief of Staff  
U.S. EPA

Ex. 6

On Jul 5, 2018, at 1:41 PM, Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)> wrote:

Kevin Chmielewski is consistently able to make up false statements and it's really hard to disprove things that never happened. Curious if we could get this statement approved from the EPA?

The U.S. Environmental Protection Agency (EPA) released the following statement regarding Kevin Chmielewski:

**"This past spring, Kevin Chmielewski left EPA and there were numerous work-related problems including failing to consistently fill out his timecards, which received the attention of EPA's Inspector General. Since this time, Mr. Chmielewski has been spreading deliberately false information and any news organizations using him as a source jeopardizes the credibility of their reporting. EPA will no longer be commenting on any inquiries submitted that use him as a source."** – EPA spokesperson

#### **BACKGROUND ...**

**Chmielewski falsely claimed that Cardinal Pell the reason Administrator Pruitt visited the Holy See was to see Cardinal Pell and that he was his host.** **"All of our time at the Vatican was spent with Cardinal Pell. Cardinal Pell was basically our host. I mean, that was who we were going to meet with," Chmielewski said.**" ([CNN](#), 07/03/18)

- **The purpose of Administrator Pruitt's trip to the Holy See and Italy was for the G-7 Environmental Summit.** "U.S. EPA Administrator Scott Pruitt attended his first G7 Environmental Ministerial Meeting, taking part in thoughtful bilateral discussions with his G7 counterparts. Less than two weeks after President Trump announced the United States' withdrawal from the Paris Accord, Administrator Pruitt emphasized now is the time to move forward with a discussion to find ways to positively engage with other countries in order to protect and use our natural resources. 'The United States has always been a world leader when it comes to environmental stewardship, and that was demonstrated on a global stage today,' Administrator Pruitt said. 'I believe engaging in international discussion is of the utmost importance to the United States when it comes to environmental issues. I want to thank the government of Italy and Minister Galletti for the tremendous hospitality and leadership over this meeting.'" ([Press Release](#), 06/11/17)

**Chmielewski falsely claimed that he was fired because he refused to retroactively approve first-class travel.** “A former top EPA staffer has told Democratic lawmakers that the agency fired him after he refused to retroactively approve the first-class travel of one of Administrator Scott Pruitt's closest aides, according to letters made public Thursday.” ([Politico](#), 04/12/18)

- **In a memorandum dated before the trip, the career EPA Acting Deputy Chief of Staff approved Ms. Dravis flights to Morocco.** “Ms. Dravis will also be travelling from Morocco to Washington, D.C. on December 13, 2017, a flight that is in excess of 14 hours. The Office of the Administrator has authorized its representatives to travel in business class based on the exemptions allowed under the Federal Travel Regulations (41 C.F.R. 301-10.125a). Total flight time including the layover from Morocco to Washington, D.C. is 16 hours and 55 minutes.” (EPA Memorandum, See Attachment, 12/08/17)

**Chmielewski falsely claimed there was no reason for a person to fly first class, but GSA's federal travel policy says otherwise.** “The Trump campaign veteran says he believes he started being pushed out after he refused to sign off on first-class flights for one of Pruitt's aides. Chmielewski said there was no reason for that person to fly first class.”

- **GSA's Federal Travel Regulations for flights longer than 14 hours.** “301-10.124 When may I use business-class airline accommodations? Only when your agency specifically authorizes/approves your use of such accommodations, for the reasons given under paragraphs (a) through (i) of this section. ... (h) Where the origin and/or destination are OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. (In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.)” ([GSA's Federal Travel Regulations](#), Accessed 01/01/04)

**Chmielewski falsely claimed that EPA was paying leases for artwork on loan from the Smithsonian Institution.** “One thing Chmielewski told Democrats was that EPA was ‘paying leases for art on loan from the Smithsonian Institution’ to furnish Pruitt’s office. Chmielewski’s also claimed Pruitt ‘spent well beyond the \$5,000 allowed by law to decorate’ his office, which included ‘refinishing an antique desk, purchasing an additional standing desk.’ Smithsonian Institution’s chief spokeswoman, however, told the New Republic’s Emily Atkin they don’t lease artwork to federal agencies.” ([The Daily Caller](#), 4/13/18)

- **The Smithsonian Institution said there was no charge for artwork on loan.** “[Smithsonian Institution] Spokeswoman Linda St. Thomas ‘we do not charge’ for artwork on loan. Atkin noted ‘[p]aintings and sculptures not on view in the museums are routinely loaned to members of Congress, the Supreme Court, and the White House, she said.’ St. Thomas said ‘President Barack Obama’s EPA administrators also loaned paintings from the Smithsonian American Art Museum,’ Atkin reported.” ([The Daily Caller](#), 4/13/18)

Message

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**From:** Martin, JohnC [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A07FD92774854F3882B78DF7081E5BDA-JMARTI07]  
**Sent:** 4/6/2018 11:45:58 AM  
**To:** Morano, Clinton J. **Ex. 6 Personal Privacy (PP)**  
**Subject:** Re: Questions related to your work assignment

Will do. I appreciate your help.

JM

John C. Martin  
Intelligence Advisor/Special Agent  
U.S. EPA - Office of the Administrator  
Office of Homeland Security  
202-564-2616 office

**Personal Matters / Ex. 6**

On Apr 6, 2018, at 7:35 AM, Morano, Clinton J. **Ex. 6 Personal Privacy (PP)** wrote:

No, go on FBINET to public affairs. I used them once. I sent an email to the Unit Chief over there.

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**From:** Martin, JohnC [mailto:Martin.JohnC@epa.gov]  
**Sent:** Friday, April 06, 2018 6:58 AM  
**To:** Morano, Clinton J. **Ex. 6 Personal Privacy (PP)**  
**Subject:** Re: Questions related to your work assignment

Thanks. Is there a CTD rep we should go thru? If not, I can just look their group up on FBINET and go from there.

JM

John C. Martin  
Intelligence Advisor/Special Agent  
U.S. EPA - Office of the Administrator  
Office of Homeland Security  
202-564-2616 office

**Personal Matters / Ex. 6**

On Apr 6, 2018, at 6:36 AM, Morano, Clinton J. **Ex. 6 Personal Privacy (PP)** wrote:

Yes we do. I couldn't tell you the exact protocols, but the Public Affairs Office will be able to give you guidance.

**From:** Martin, JohnC [<mailto:Martin.JohnC@epa.gov>]  
**Sent:** Thursday, April 05, 2018 8:52 PM  
**To:** Morano, Clinton J. **Ex. 6 Personal Privacy (PP)**  
**Subject:** Fwd: Questions related to your work assignment

Does the FBI have a policy about reporting press contacts? As you may remember, I used to work on Administrator Pruitt's Protection Detail. For a short time, I was the Acting SAC. Anyway, given the recent press interest in the Administrator I was contacted today by The NY Times looking for information.

If I need to report this type of contact to you or someone else or give you more details, please let me know.

JM

John C. Martin  
Intelligence Advisor/Special Agent  
U.S. EPA - Office of the Administrator  
Office of Homeland Security  
202-564-2616 office

**Personal Matters / Ex. 6**

Begin forwarded message:

**From:** "Lipton, Eric" <[lipton@nytimes.com](mailto:lipton@nytimes.com)>  
**Date:** April 5, 2018 at 11:32:40 AM EDT  
**To:** [Martin.johnC@epa.gov](mailto:Martin.johnC@epa.gov)  
**Subject:** Questions related to your work assignment

Hello Mr. Martin

I am writing you because we are working on a story that will be mentioning that you raised objections to issues with respect to the way security detail was being handled by the Pruitt team, and that after you raised these concerns you were transferred to a different assignment.

I wanted to ask you about this and to go over the specific allegations you raised and how you feel about the fact that you were transferred after you raised these issues.

I would appreciate if you could ring me or write me back to discuss these matters. I need a response today to these questions. For your information, I am also going to be asking Public Affairs about this, as we are aware that several individuals at EPA, who worked no operations in the administrator's office, and another individual who led the security team, also found themselves in new jobs after raising similar concerns.

In addition to getting your input, I need to ask the agency to respond to the fact that we are aware of these transfers and ask them why they took place, and if it was appropriate to transfer people like you after they raised issues about actions related to Mr. Pruitt and spending and security.

Thank you in advance. I can be reached at 202 862 0448

Eric

Eric Lipton  
The New York Times  
Washington Bureau  
202 862 0448 office  
202 370 7951 mobile  
[lipton@nytimes.com](mailto:lipton@nytimes.com)

Message

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**From:** Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]  
**Sent:** 8/23/2017 7:00:17 PM  
**To:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Subject:** Re: T&A language

Talking with OGC soon

On Aug 23, 2017, at 2:58 PM, Flynn, Mike <Flynn.Mike@epa.gov> wrote:

Donna, I added a few words (in blue) – with this addition, I'm comfortable with this. it seems to go a long way – can you and ogc live with this?

**NEW**

Employee's leave and benefits remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. *Leave and time will be reported by the assignee to the host and EPA on a biweekly basis, and with concurrence of the host that the reported hours reflect the hours worked*, approved by the Director of the Office of Administrative and Executive Services, through EPA's enterprise payroll processing system (currently "PeoplePlus").

Mike Flynn  
Acting Deputy Administrator  
U.S. Environmental Protection Agency  
202-564-4711

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**From:** Reeder, John  
**Sent:** Wednesday, August 23, 2017 2:42 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>  
**Subject:** RE: T&A language

Compromise idea. How about this, see below.

The main thing is that the ASSIGNEE is responsible for reporting jointly to EPA and AU. That way the assignee is accountable to EPA directly, but EPA will still get the concurrence. AU won't be in position of representing assignee's time/attendance to EPA.

**NEW**

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. *Leave and time will be reported by the assignee to the host and EPA on a biweekly basis, and with concurrence of the host*, approved by the Director of the Office of Administrative and Executive Services, through EPA's enterprise payroll processing system (currently "PeoplePlus").

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**From:** Vizian, Donna  
**Sent:** Wednesday, August 23, 2017 1:42 PM  
**To:** Reeder, John <Reeder.John@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>  
**Subject:** T&A language

John and Mike,



Here is what OGC and I drafted:

*The assignee will provide to the host a written account of time and attendance each pay period for its concurrence that the written account accurately reflects the hours the assignee worked . The host organization will then provide its concurrence to the responsible EPA official responsible for approval of the assignee's timecard in EPA's payroll system.*